

Regular Meeting
Thursday, June 22, 2023 6:00 PM

Elementary Building
600 Cedar St
New Berlin, IL 62670

Agenda

1. Call to Order
2. Budget Hearing
 1. Call to Order/Roll Call
 2. Budget Presentation
 3. Public Comment Regarding Amended Budget
 4. Adjourn Budget Hearing
3. Pretzel Shoutouts
4. Public Comment (*Policy 2:230*)
5. Adjustments to Agenda
6. Reports and Recommendations
 - 6.a. Director Reports
 - 6.a.1. Facility Director
 - 6.b. Administrator(s)
 - 6.c. Superintendent
 - 6.c.1. Mrs. Jill Larson, Superintendent
 5. Final Copy of MOA with Illinois Environmental Protection Agency, and the Illinois State Historic Preservation Officer Regarding the Demolition of the New Berlin Jr./Sr. High School and new Construction of a High School/Junior High
 6. Staffing Update
 7. Social Studies Curriculum
 8. Pre-K Curriculum
 9. Building Project Update
7. Consent Agenda
 - 7.a. Financial Report(s)
 - 7.a.1. Bills Payable & Imprest Fund
 - 7.a.2. Student Activity Funds
 - 7.a.3. Payroll
 - 7.a.4. Treasurer's Report
 - 7.b. Open Session Minutes of May 18, 2023 and June 13, 2023
 - 7.c. Closed Session Minutes of May 18, 2023 and June 13, 2023
 - 7.d. First Reading of Press Policy Issue 112
8. New Business
 - 8.a. Approve Resolution to transfer funds from the School Facility Occupation Tax Fund to the Bond and Interest Fund
 - 8.b. Approve the FY23 Amended Budget
 - 8.c. Approve Property, Casualty, Liability Insurance and Worker's Compensation Insurance Renewal for 2023-2024
 - 8.d. Approve the New Berlin Elementary Handbook 2023-2024 school year

- 8.e. Approve the High School Student Handbook 2023-2024 school year
- 8.f. Approve the Pre-K Curriculum
- 8.g. Approve the Junior High School Social Studies Curriculum

- 8.h. Approve Resolution to Dispose/Sell Surplus or Obsolete Property
- 8.i. Destroying of Executive Session Tapes for the Month(s) of November 2021 and prior
- 9. Executive Session - For the purpose of:
 - 9.a. *The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine validity. 5 ILCS 10/2(c). (including Superintendent Evaluation)*
- 10. *Personnel Consent Agenda (*Policy 5:280*)
 - 10.a. Kimberly Hepperly as High School English Teacher
 - 10.b. Molly Booher as Elementary Special Education Teacher
 - 10.c. Taylee Julian as High School Scholastic Bowl Coach
 - 10.d. Maggie McClarey as High School Student Council
- 11. Resignations:
 - Nealy Hicks-NBE Special Education Teacher
- 12. Adjournment

**MEMORANDUM OF AGREEMENT AMONG
NEW BERLIN COMMUNITY UNIT SCHOOL DISTRICT,
THE ILLINOIS ENVIRONMENTAL PROTECTION AGENCY, AND
THE ILLINOIS STATE HISTORIC PRESERVATION OFFICER
REGARDING DEMOLITION OF THE NEW BERLIN JR./SR. HIGH SCHOOL
AND NEW CONSTRUCTION OF A HIGH SCHOOL/JUNIOR HIGH AT 300 ELLIS
STREET IN NEW BERLIN, ILLINOIS 62670
(SHPO LOG #003121422)**

WHEREAS, New Berlin Community Unit School District (CUSD) (District), with the approval of the Illinois State Board of Education (ISBE) plans to undertake (1) the demolition of 300 Ellis Street in New Berlin, IL (Building) and (2) construct a new High School/Junior High complex at the same location; and

WHEREAS, the demolition (Project) requires permits (a National Pollutant Discharge Elimination System (NPDES) permit, a Water Pollution Control permit (WPC), and a Public Water Supply permit (PWS)) from the Illinois Environmental Protection Agency (IEPA) making the Project an “undertaking” subject to review by the Division of Historic Preservation of the Illinois Department of Natural Resources pursuant to the Illinois State Agency Historic Resources Preservation Act 20 ILCS 3420 et. seq.; and

WHEREAS, the District has consulted with the Illinois State Historic Preservation Office (Office), a Division of the Illinois Department of Natural Resources (IDNR), pursuant to the Act; and

WHEREAS, the Office currently resides within IDNR, and the Director of IDNR is the duly designated State Historic Preservation Officer (SHPO); and

WHEREAS, on February 6, 2023, the SHPO determined that the New Berlin Jr./Sr. High School is eligible to be listed on the National Register of Historic Places (NRHP); and

WHEREAS, the SHPO has determined that the Undertaking will have an adverse effect on the Building that is eligible for the NRHP; and

NOW, THEREFORE, the District, IEPA, and the SHPO agree that the Undertaking shall be implemented in accordance with the following stipulations in this Memorandum of Agreement (Agreement) in order to mitigate the adverse effects of this Undertaking to the NRHP-eligible properties.

STIPULATIONS

I. MITIGATION

The District shall ensure that the following measures are carried out:

- A. Students in New Berlin High School (NBHS) photography classes, under the supervision of the teacher, will take digital photos of the Building. Photos will be

taken of:

1. External architecture: the tower at the top of the high school; the entryway to the original structure;
 2. Internal structures and features: 1) the "Hill," 2) the Clock, and 3) the Key.
- B. Students in NBHS research classes will produce a historical narrative of the Building and NBHS:
1. The timeframe for the narrative will be from the beginning of use of the current Building to present state.
 2. The narrative will include a timeline of phases of construction, phases of usage, and changes over time.
 3. NBHS students in photography and research classes will participate in field trips to research collections of the West Sangamon Public Library, the Sangamon Valley Collection (at the Springfield Lincoln Library), and the Abraham Lincoln Presidential Library and Museum.
- C. NBHS students will produce renderings of the Building highlighting changes over time.
- D. NBHS student and staff volunteers will host a "Coffee on the Hill" reception in which student and staff volunteers will collect oral histories from NBHS alumni to be used in a digital oral history presentation.
- E. NBHS student and staff volunteers will create a "Throwback Thursday" social media series where volunteers will post historic yearbook photos. All posts and comments will be collected in digital format.
- F. NBHS Art Classes will create stylized art/architectural art of the old building that will hang in the new building. Art will be scanned and presented in digital format.
- G. Upon completing I. A-F, the District shall display I. A-F on the school website and provide a digital link for and a digital archival record (CD or DVD format) of final digital photography, narrative, oral histories, social media posts, and scanned images of art projects to the SHPO for display on the SHPO website.

II. DURATION

This Agreement shall be effective until such time as all of its terms are satisfied, or it is amended or terminated and replaced. Prior to such time, the District may consult with the other signatories to reconsider the terms of the Agreement and amend it in accordance with Stipulation VI. AMENDMENTS below. The District shall notify the signatories as to the course of action it will pursue.

III. POST-REVIEW DISCOVERIES

If potential historic properties are encountered or unanticipated effects on historic properties found, the District shall consult with the SHPO immediately and make reasonable efforts to avoid, minimize, or mitigate adverse effects to such properties. In the event of an unanticipated encounter of human remains or burials, the District understands and agrees that it must immediately stop work within the area of

encounter, consult with the SHPO, and comply with the Human Skeletal Remains Protection Act (20 ILCS 3440) and its implementing rules (17 IAC 4170) as administered by IDNR, which provides that no human skeletal remains shall be disturbed without a permit issued by IDNR.

IV. MONITORING AND REPORTING

Each year following the execution of this Agreement until it expires or is terminated, the District shall provide all parties to this Agreement a summary report detailing work undertaken pursuant to its terms. Such report shall include any scheduling changes proposed, any problems encountered, and any disputes and objections received in District's efforts to carry out the terms of this Agreement.

V. DISPUTE RESOLUTION

Should any signatory to this Agreement object at any time to any actions proposed or the manner in which the terms of this Agreement are implemented, the District shall consult with the signatories to resolve the objection. If the signatories cannot agree regarding a dispute, the signatories shall utilize the procedures provided in 20 ILCS 3420/4e.

A. The District's responsibility to carry out all other actions subject to the terms of this Agreement that are not the subject of the dispute remain unchanged.

VI. AMENDMENTS

This Agreement may be amended when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy is signed by all of the signatories.

VII. TERMINATION

If any signatory to this Agreement determines that its terms become impossible to carry out, that party shall immediately consult with the other signatories to attempt to develop an amendment per Stipulations V. and VI. above. If within thirty (30) days an amendment cannot be reached, any signatory may terminate the Agreement upon written notification to the other signatories.

VIII. COUNTERPARTS; FACSIMILE OR .PDF SIGNATURES

This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. A facsimile or .pdf

copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

EXECUTION of this Agreement by signatories and invited signatories, and the implementation of its terms evidence that the signatories and invited signatories have afforded the SHPO an opportunity to comment on the effects of the Undertaking in compliance with the Act.

[Signature Pages to follow]

**MEMORANDUM OF AGREEMENT AMONG
NEW BERLIN COMMUNITY UNIT SCHOOL DISTRICT,
THE ILLINOIS ENVIRONMENTAL PROTECTION AGENCY, AND
THE ILLINOIS STATE HISTORIC PRESERVATION OFFICER
REGARDING DEMOLITION OF THE NEW BERLIN JR./SR. HIGH SCHOOL
AND NEW CONSTRUCTION OF A HIGH SCHOOL/JUNIOR HIGH AT 300 ELLIS
STREET IN NEW BERLIN, ILLINOIS 62670
(SHPO LOG #003121422)**

SIGNATORY

NEW BERLIN COMMUNITY UNIT SCHOOL DISTRICT

Signature: _____ Date: _____

Name: _____

Title: _____

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STREET IN NEW BERLIN, ILLINOIS 62670
(SHPO LOG #003121422)**

SIGNATORY

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA)

Signature: _____ Date: _____

Name: _____

Title: _____

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REGARDING DEMOLITION OF THE NEW BERLIN JR./SR. HIGH SCHOOL AND NEW
CONSTRUCTION OF A HIGH SCHOOL/JUNIOR HIGH AT 300 ELLIS STREET IN NEW
BERLIN, ILLINOIS 62670
(SHPO LOG #003121422)**

SIGNATORY

ILLINOIS DEPUTY STATE HISTORIC PRESERVATION OFFICER (SHPO)

By: _____ Date: _____
Carey L. Mayer, AIA
Deputy State Historic Preservation Officer
Illinois Department of Natural Resources

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
A. MAEST000	A. MAESTRANZI SONS KNIFE SERVICES,	624360	0000000000	0623	BNK5	ELEM BLDG-KNIFE SERVICE	H	05/17/2023	06/22/2023	A		\$27.00
							22-23			222300349		\$27.00
10E103	2562 3900 00 000000					NBE FOOD PREP OTHER PURCH SERV						\$27.00
A. MAEST000	A. MAESTRANZI SONS KNIFE SERVICES,	624361	0000000000	0623	BNK5	JH/HS BLDG-KNIFE SERVICE	H	05/17/2023	06/22/2023	A		\$27.00
							22-23			222300349		\$27.00
10E301	2562 3900 00 000000					NBHS FOOD OTHER PURCH SERVICES						\$27.00
NUMBER OF INVOICES: 2												\$54.00
ABBOTCHR000	ABBOTT, CHRISTINE	18.30	0000000000	0623	BNK5	REFUND-LUNCH AND REG FEE OVERAGE	H	05/31/2023	06/22/2023	R		\$18.30
							22-23			60223		\$18.30
10R000	1600 0000 00 000000					FS PRE-PAID MEALS						\$3.30
10R000	1811 0000 00 000000					REGISTRATION FEES						\$15.00
NUMBER OF INVOICES: 1												\$18.30
ABELD	001 ABE LINCOLN REGION-IPA	120.00	3012023036	50	BNK2	2023 STUDENT RECOGNITION BREAKFAST REGISTRATION	P H	04/14/2023	05/31/2023	R		\$120.00
							22-23			104755		\$120.00
100		LLEWELLYN-PBIS CHARACTER ED/STUDENT PLANNER/AGENDAS								1.00		\$120.00
10E301	1117 4100 00 000000					NBHS GENERAL SUPPLIES						\$120.00
NUMBER OF INVOICES: 1												\$120.00
ADAMSRIC000	ADAMS, RICK	70.00	0000000000	50	BNK2	BOYS VARISTY BASEBALL-4-28-23	H	04/28/2023	05/31/2023	R		\$70.00
							22-23			104777		\$70.00
10E000	1500 3190 00 000000					INTERSC PGRM OTHER PRO & TECH						\$70.00
NUMBER OF INVOICES: 1												\$70.00
AFAFLEX 000	AMERICAN FIDELITY ASSURANCE CO	20230601ADFS	0000000000	P9	BNK5	Payroll accrual	B	06/01/2023	06/01/2023	W		\$766.47

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
REF	CATALOG	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION			FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099				LQ		QTY			LINE AMOUNT
												ACCT AMOUNT
AFAFLEX 000	AMERICAN FIDELITY ASSURANCE CO	20230601ADFSA		*****CONTINUED*****								
10L000 4577 0000 00 000000							22-23			202200691		\$766.47
												\$766.47
AFAFLEX 000	AMERICAN FIDELITY ASSURANCE CO	20230615ADFSA	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	W	\$597.03
10L000 4577 0000 00 000000							22-23			202200714		\$597.03
												\$597.03
NUMBER OF INVOICES: 2											\$1,363.50	
AFAHSA 000	AMERICAN FIDELITY H.S.A.	20230601ADHSA01	0000000000	P1	BNK5	Payroll accrual	H		06/01/2023	06/01/2023	W	\$330.52
10L000 4574 0000 00 000000							22-23			202200692		\$330.52
20L000 4574 0000 00 000000												\$317.10
												\$13.42
AFAHSA 000	AMERICAN FIDELITY H.S.A.	20230601ADHSA03	0000000000	P1	BNK5	Payroll accrual	H		06/01/2023	06/01/2023	W	\$271.57
10L000 4574 0000 00 000000							22-23			202200692		\$271.57
												\$271.57
AFAHSA 000	AMERICAN FIDELITY H.S.A.	20230615ADHSA01	0000000000	P1	BNK5	Payroll accrual	H		06/15/2023	06/15/2023	W	\$317.10
10L000 4574 0000 00 000000							22-23			202200715		\$317.10
20L000 4574 0000 00 000000												\$303.68
												\$13.42
NUMBER OF INVOICES: 3											\$919.19	
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230601ADAFSA1	0000000000	P9	BNK5	Payroll accrual	B		06/01/2023	06/01/2023	W	\$1,290.05
10L000 4581 0000 00 000000							22-23			202200690		\$1,290.05
20L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H						\$1,121.27
40L000 4581 0000 00 000000												\$152.35
												\$16.43
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230601ADAFSA11	0000000000	P9	BNK5	Payroll accrual	B		06/01/2023	06/01/2023	W	\$115.77
							22-23			202200690		\$115.77

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID	DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
REF	CATALOG	DESCRIPTION					LQ		QTY			LINE AMOUNT
ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099							ACCT AMOUNT
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230601ADAF9	0000000000	P9	BNK5	Payroll accrual	B	06/01/2023	06/01/2023	W		\$21.81
							22-23			202200690		\$21.81
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H						\$21.81
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615ADAF9	0000000000	P9	BNK5	Payroll accrual	B	06/15/2023	06/15/2023	W		\$1,176.52
							22-23			202200713		\$1,176.52
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H						\$1,024.17
20L000 4581 0000 00 000000												\$152.35
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615ADAF9	0000000000	P9	BNK5	Payroll accrual	B	06/15/2023	06/15/2023	W		\$102.70
							22-23			202200713		\$102.70
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H						\$83.60
20L000 4581 0000 00 000000												\$19.10
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615ADAF9	0000000000	P9	BNK5	Payroll accrual	B	06/15/2023	06/15/2023	W		\$29.95
							22-23			202200713		\$29.95
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H						\$29.95
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615ADAF9	0000000000	P9	BNK5	Payroll accrual	B	06/15/2023	06/15/2023	W		\$712.33
							22-23			202200713		\$712.33
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H						\$569.73
20L000 4581 0000 00 000000												\$66.45
40L000 4581 0000 00 000000												\$76.15
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615ADAF9	0000000000	P9	BNK5	Payroll accrual	B	06/15/2023	06/15/2023	W		\$132.65
							22-23			202200713		\$132.65
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H						\$132.65
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615ADAF9	0000000000	P9	BNK5	Payroll accrual	B	06/15/2023	06/15/2023	W		\$70.50
							22-23			202200713		\$70.50
10L000 4581 0000 00 000000						AM FIDELITY SUPPLEMENTAL W/H						\$70.50
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615ADAF9	0000000000	P9	BNK5	Payroll accrual	B	06/15/2023	06/15/2023	W		\$299.86
							22-23			202200713		\$299.86

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615ADAF7		*****CONTINUED*****								
10L000 4581 0000 00 000000				AM FIDELITY SUPPLEMENTAL W/H								\$191.59
20L000 4581 0000 00 000000												\$19.35
40L000 4581 0000 00 000000												\$88.92
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615ADAF8	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	W	\$290.82
							22-23					\$290.82
10L000 4581 0000 00 000000				AM FIDELITY SUPPLEMENTAL W/H								\$221.06
20L000 4581 0000 00 000000												\$36.81
40L000 4581 0000 00 000000												\$32.95
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615ADAF9	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	W	\$14.46
							22-23					\$14.46
10L000 4581 0000 00 000000				AM FIDELITY SUPPLEMENTAL W/H								\$14.46
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615BDADF1	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	W	\$-21.45
							22-23					\$-21.45
20L000 4581 0000 00 000000												\$-21.45
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615BDADF11	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	W	\$-16.85
							22-23					\$-16.85
20L000 4581 0000 00 000000												\$-16.85
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615BDADF2	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	W	\$-19.05
							22-23					\$-19.05
20L000 4581 0000 00 000000												\$-19.05
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20230615BDADF8	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	W	\$-12.27
							22-23					\$-12.27
20L000 4581 0000 00 000000												\$-12.27
NUMBER OF INVOICES: 22												\$6,172.21
AFFOS 000	AFFORDABLE SHRED	0070584	0000000000	0623	BNK5	SHRED SERVICE DISTRICT	H		06/02/2023	06/22/2023	R	\$90.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT	REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT									
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20230601CDAXA%	0000000000	P1	BNK5	Payroll accrual	H		06/01/2023	06/01/2023	W	\$51.95	
10L000 4590 0000 00 000000							22-23			202200689		\$51.95	
												\$51.95	
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20230615ADAXA	0000000000	P1	BNK5	Payroll accrual	H		06/15/2023	06/15/2023	W	\$4,115.00	
10L000 4590 0000 00 000000							22-23			202200712		\$4,115.00	
												\$4,115.00	
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20230615ADAXA%	0000000000	P1	BNK5	Payroll accrual	H		06/15/2023	06/15/2023	W	\$3,641.29	
10L000 4590 0000 00 000000							22-23			202200712		\$3,641.29	
20L000 4590 0000 00 000000												\$3,395.66	
												\$245.63	
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20230615BDAXA%	0000000000	P1	BNK5	Payroll accrual	H		06/15/2023	06/15/2023	W	\$-245.63	
20L000 4590 0000 00 000000							22-23			202200712		\$-245.63	
												\$-245.63	
												NUMBER OF INVOICES: 7	\$15,344.93
BARNAMAT000	BARNARD, MATT	70.00	0000000000	50	BNK2	VARSITY BASKETBALL OFFICIAL	H		04/29/2023	05/31/2023	R	\$70.00	
10E000 1500 3190 00 000000						4-29-23	22-23			104778		\$70.00	
						INTERSC PGRM OTHER PRO & TECH NONEM						\$70.00	
												NUMBER OF INVOICES: 1	\$70.00
BERGFJOS000	BERGFELD, JOSH	70.00	0000000000	50	BNK2	BOYS VARISTY	H		05/12/2023	05/31/2023	R	\$70.00	
10E000 1500 3190 00 000000						BASEBALL-5-12-23	22-23			104806		\$70.00	
						INTERSC PGRM OTHER PRO & TECH						\$70.00	
												NUMBER OF INVOICES: 1	\$70.00
BERNSLEA000	BERNSTEIN, LEAH	408.00	0000000000	0623	BNK5	TRANS-SHIRTS	H		05/30/2023	06/22/2023	R	\$408.00	

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REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	2436-0623-6	0000000000	BMO 0623	BNK5	DOLLAR GENERAL-COFFEE	H	05/16/2023	06/22/2023	W		\$6.95
							22-23				202200681	\$6.95
40E000 2552 4100 00 000000		TRANSP VS GEN SUPPLIES										\$6.95
BMO FINA000	BMO FINANCIAL GROUP	2588-0623-1	0000000000	BMO 0623	BNK5	AMAZON-BULLETIN BOARD	H	04/20/2023	06/22/2023	W		\$177.99
							22-23				202200681	\$177.99
20E000 2542 4100 00 000000												\$177.99
BMO FINA000	BMO FINANCIAL GROUP	2588-0623-2	0000000000	BMO 0623	BNK5	AMAZON-TRASH BAGS AND GLOVES	H	04/21/2023	06/22/2023	W		\$443.54
							22-23				202200681	\$443.54
20E103 2542 4100 00 000000		NBE CARE/UPKEEP GEN SUPPLIES										\$443.54
BMO FINA000	BMO FINANCIAL GROUP	2588-0623-3	0000000000	BMO 0623	BNK5	AMAZON-FOAM WASH	H	04/25/2023	06/22/2023	W		\$273.04
							22-23				202200681	\$273.04
20E103 2542 4100 00 000000		NBE CARE/UPKEEP GEN SUPPLIES										\$273.04
BMO FINA000	BMO FINANCIAL GROUP	2588-0623-4	0000000000	BMO 0623	BNK5	AMAZON-SCRUBBING PADS	H	04/25/2023	06/22/2023	W		\$103.86
							22-23				202200681	\$103.86
20E103 2542 4100 00 000000		NBE CARE/UPKEEP GEN SUPPLIES										\$103.86
BMO FINA000	BMO FINANCIAL GROUP	2588-0623-5	0000000000	BMO 0623	BNK5	SAMS-TOWELS SOAP POLISH	H	04/27/2023	06/22/2023	W		\$197.38
							22-23				202200681	\$197.38
20E103 2542 4100 00 000000		NBE CARE/UPKEEP GEN SUPPLIES										\$197.38
BMO FINA000	BMO FINANCIAL GROUP	2588-0623-6	0000000000	BMO 0623	BNK5	AMAZON-GLOVES	H	04/27/2023	06/22/2023	W		\$119.98
							22-23				202200681	\$119.98
20E103 2542 4100 00 000000		NBE CARE/UPKEEP GEN SUPPLIES										\$119.98
BMO FINA000	BMO FINANCIAL GROUP	2588-0623-7	0000000000	BMO 0623	BNK5	AMAZON-SCOTCH PADS	H	05/02/2023	06/22/2023	W		\$175.01
							22-23				202200681	\$175.01
20E103 2542 4100 00 000000		NBE CARE/UPKEEP GEN SUPPLIES										\$175.01
BMO FINA000	BMO FINANCIAL GROUP	2588-0623-8	0000000000	BMO 0623	BNK5	AMAZON-BUFFER PADS	H	05/02/2023	06/22/2023	W		\$126.09
							22-23				202200681	\$126.09

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT	REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099										ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	2588-0623-8				*****CONTINUED*****							
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES							\$126.09
BMO FINA000	BMO FINANCIAL GROUP	2588-0623-9	0000000000	BMO 0623	BNK5	AMAZON-POLISH PADS	H		05/03/2023	06/22/2023	W		\$159.26
20E103 2542 4100 00 000000						NBE CARE/UPKEEP GEN SUPPLIES	22-23					202200681	\$159.26
													\$159.26
BMO FINA000	BMO FINANCIAL GROUP	3061-0623-1	2022023040	BMO 0623	BNK5	AMAZON-COPY PAPER	P	H	04/19/2023	06/22/2023	W		\$46.55
100						TOM- JH STUDENT COUNCIL AWARDS	22-23					202200681	\$46.55
10E202 1115 4100 00 000000						NBJH GEN SUPPLIES						1.00	\$46.55
													\$46.55
BMO FINA000	BMO FINANCIAL GROUP	3061-0623-2	2022023037	BMO 0623	BNK5	AMAZON-PRIVACY SHIELDS	P	H	04/20/2023	06/22/2023	W		\$63.54
100						TOM- CLASSROOM SUPPLIES	22-23					202200681	\$63.54
10E202 1115 4100 00 000000						NBJH GEN SUPPLIES						1.00	\$63.54
													\$63.54
BMO FINA000	BMO FINANCIAL GROUP	3061-0623-3	0000000000	BMO 0623	BNK5	AMAZON-REFUND-PILLOW	H		04/21/2023	06/03/2023	W		\$-15.63
10E000 2110 4100 00 000000						SOC WRK SM GEN SUPPLIES	22-23					202200681	\$-15.63
													\$-15.63
BMO FINA000	BMO FINANCIAL GROUP	3061-0623-4	1032023304	BMO 0623	BNK5	AMAZON-CLASSROOM SUPPLIES-	P	H	04/23/2023	06/22/2023	W		\$78.21
100						BISHOP-TEACHER SUPPLIES FOR ADDITIONAL	22-23					202200681	\$78.21
10E103 1113 4100 00 000000						NEEDS						1.00	\$78.21
						NBE SM GENERAL SUPPLIES							\$78.21
BMO FINA000	BMO FINANCIAL GROUP	3061-0623-5	0000000000	BMO 0623	BNK5	AMAZON-DESK ORGANIZER	H		04/24/2023	06/22/2023	W		\$39.99
10E000 2520 4100 00 000000						FS GENERAL SUPPLY	22-23					202200681	\$39.99
													\$39.99
BMO FINA000	BMO FINANCIAL GROUP	3061-0623-6	1032023304	BMO 0623	BNK5	AMAZON-SUPPLIES	P	H	04/24/2023	06/22/2023	W		\$21.99
100						BISHOP-TEACHER SUPPLIES FOR ADDITIONAL	22-23					202200681	\$21.99
						NEEDS						1.00	\$21.99

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	3061-0623-6				*****CONTINUED*****						
10E103 1113 4100 00 000000		NBE SM GENERAL SUPPLIES										\$21.99
BMO FINA000	BMO FINANCIAL GROUP	3061-0623-7	2022023037	BMO 0623	BNK5	AMAZON-CLASSROOM SUPPLIES	P	H	04/26/2023	06/22/2023	W	\$134.97
100		TOM- CLASSROOM SUPPLIES					22-23			202200681		\$134.97
10E202 1115 4100 00 000000		NBJH GEN SUPPLIES						1.00				\$134.97
BMO FINA000	BMO FINANCIAL GROUP	3061-0623-8	1032023266	BMO 0623	BNK5	AMAZON-STROLLER	P	H	04/27/2023	06/22/2023	W	\$59.99
100		HICKS-OPEN P.O.					22-23			202200681		\$59.99
10E103 1200 4100 00 000000		NBE SP. ED. GEN SUPPLIES						1.00				\$59.99
BMO FINA000	BMO FINANCIAL GROUP	3061-0623-9	0000000000	BMO 0623	BNK5	8113-AMAZON-PEN. NOTEPAD, KEYRING	H		05/07/2023	06/22/2023	W	\$91.98
10A000 1200 0000 00 000000							22-23			202200681		\$91.98
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-1	0000000000	BMO 0623	BNK5	AMAZON-SHELF	H		04/20/2023	06/22/2023	W	\$122.39
20E301 2542 4100 00 000000		NBHS BLDGS GEN SUPPLIES					22-23			202200681		\$122.39
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-10	0000000000	BMO 0623	BNK5	AMAZON-WRENCH	H		05/03/2023	06/22/2023	W	\$19.59
20E301 2542 4100 00 000000		NBHS BLDGS GEN SUPPLIES					22-23			202200681		\$19.59
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-11	0000000000	BMO 0623	BNK5	AMAZON-CLOSET REPAIR KIT	H		05/03/2023	06/22/2023	W	\$53.75
20E301 2542 4100 00 000000		NBHS BLDGS GEN SUPPLIES					22-23			202200681		\$53.75
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-12	0000000000	BMO 0623	BNK5	AMAZON-BATTERY	H		05/03/2023	06/22/2023	W	\$90.25
20E103 2542 4100 00 000000		NBE CARE/UPKEEP GEN SUPPLIES					22-23			202200681		\$90.25

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>	<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>		<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>		
<u>REF</u>	<u>CATALOG</u>	<u>DESCRIPTION</u>					<u>LQ</u>	<u>QTY</u>	<u>LINE AMOUNT</u>			
<u>ACCOUNT NUMBER(S)</u>	<u>QUICK KEY</u>	<u>ACCOUNT LEVEL DESCRIPTION</u>	<u>1099</u>		<u>ACCT AMOUNT</u>							
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-13	0000000000	BMO 0623	BNK5	AMAZON-DRAG MAT	H	05/05/2023	06/22/2023	W		\$698.80
							22-23			202200681		\$698.80
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$698.80
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-14	0000000000	BMO 0623	BNK5	AMAZON-CARPET SHAMPOO	H	05/05/2023	06/22/2023	W		\$48.99
							22-23			202200681		\$48.99
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$48.99
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-15	0000000000	BMO 0623	BNK5	AMAZON-SCRUB PAD	H	05/05/2023	06/22/2023	W		\$51.19
							22-23			202200681		\$51.19
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$51.19
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-16	0000000000	BMO 0623	BNK5	AMAZON-MOP HANDLE	H	05/05/2023	06/22/2023	W		\$27.53
							22-23			202200681		\$27.53
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$27.53
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-17	0000000000	BMO 0623	BNK5	AMAZON-DUST MOP	H	05/07/2023	06/22/2023	W		\$67.90
							22-23			202200681		\$67.90
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$67.90
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-18	0000000000	BMO 0623	BNK5	AMAZON-CLEANING SUPPLIES	H	05/08/2023	06/22/2023	W		\$401.77
							22-23			202200681		\$401.77
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$401.77
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-19	0000000000	BMO 0623	BNK5	AMAZON-FLOOR MOP	H	05/08/2023	06/22/2023	W		\$33.95
							22-23			202200681		\$33.95
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$33.95
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-2	0000000000	BMO 0623	BNK5	AMAZON-HARDWARE	H	04/25/2023	06/22/2023	W		\$25.30
							22-23			202200681		\$25.30
20E301 2542 4100 00 000000						NBHS BLDGS GEN SUPPLIES						\$25.30
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-20	0000000000	BMO 0623	BNK5	AMAZON-CALENDAR	H	05/08/2023	06/22/2023	W		\$31.99
							22-23			202200681		\$31.99

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-20				*****CONTINUED*****						
20E301 2542 4100 00 000000		NBHS BLDGS GEN SUPPLIES										\$31.99
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-21	0000000000	BMO 0623	BNK5	AMAZON-REFUND MOP HANDLE	H	05/09/2023	06/22/2023	W		\$-27.53
20E301 2542 4100 00 000000		NBHS BLDGS GEN SUPPLIES					22-23			202200681		\$-27.53
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-22	0000000000	BMO 0623	BNK5	AMAZON-CLEANING SUPPLIES	H	05/09/2023	06/22/2023	W		\$31.04
20E301 2542 4100 00 000000		NBHS BLDGS GEN SUPPLIES					22-23			202200681		\$31.04
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-23	0000000000	BMO 0623	BNK5	AMAZON-EQUP TESTER	H	05/09/2023	06/22/2023	W		\$27.61
20E301 2542 4100 00 000000		NBHS BLDGS GEN SUPPLIES					22-23			202200681		\$27.61
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-24	0000000000	BMO 0623	BNK5	SAM'S CLUB-ELEM SHELVES	H	05/10/2023	06/22/2023	W		\$604.56
20E103 2542 3900 00 000000							22-23			202200681		\$604.56
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-25	0000000000	BMO 0623	BNK5	AMAZON-MOP HANDLES	H	05/10/2023	06/22/2023	W		\$30.34
20E301 2542 4100 00 000000		NBHS BLDGS GEN SUPPLIES					22-23			202200681		\$30.34
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-26	0000000000	BMO 0623	BNK5	AMAZON-REFUND MOP HANDLES	H	05/15/2023	06/22/2023	W		\$-30.34
20E301 2542 4100 00 000000		NBHS BLDGS GEN SUPPLIES					22-23			202200681		\$-30.34
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-27	0000000000	BMO 0623	BNK5	KULLY SUPPLY-VOLUME REGULATOR	H	05/16/2023	06/22/2023	W		\$16.00
20E301 2542 4100 00 000000		NBHS BLDGS GEN SUPPLIES					22-23			202200681		\$16.00
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-28	0000000000	BMO 0623	BNK5	AMAZON-TAPE	H	05/17/2023	06/22/2023	W		\$22.95
							22-23			202200681		\$22.95

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID	DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
REF	CATALOG	DESCRIPTION					LQ		QTY			LINE AMOUNT
ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099							ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-28		*****CONTINUED*****								
20E103 2542 4100 00 000000				NBE CARE/UPKEEP GEN SUPPLIES								\$22.95
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-29	0000000000	BMO 0623	BNK5	AMAZON-EXTENTION CORD, GRAB TOOL	H		05/17/2023	06/22/2023	W	\$122.49
20E103 2542 4100 00 000000				NBE CARE/UPKEEP GEN SUPPLIES			22-23			202200681		\$122.49
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-3	0000000000	BMO 0623	BNK5	AMAZON-LOCKDOWN FOR DOOR	H		04/27/2023	06/22/2023	W	\$51.68
20E301 2542 4100 00 000000				NBHS BLDGS GEN SUPPLIES			22-23			202200681		\$51.68
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-4	0000000000	BMO 0623	BNK5	AMAZON-PLANNER	H		04/27/2023	06/22/2023	W	\$10.99
20E301 2542 4100 00 000000				NBHS BLDGS GEN SUPPLIES			22-23			202200681		\$10.99
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-5	0000000000	BMO 0623	BNK5	RPBERT BRPPLE AND ASSOC-LOCK HANDLES	H		04/27/2023	06/22/2023	W	\$69.63
20E301 2542 4100 00 000000				NBHS BLDGS GEN SUPPLIES			22-23			202200681		\$69.63
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-6	0000000000	BMO 0623	BNK5	SIGNATURE RENTAL	H		04/28/2023	06/22/2023	W	\$1,093.70
20E301 2542 3250 00 000000							22-23			202200681		\$1,093.70
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-7	0000000000	BMO 0623	BNK5	ROBERT BROOKE ASSOC-REFUND OF TAX	H		05/01/2023	06/22/2023	W	\$-4.70
20E301 2542 4100 00 000000				NBHS BLDGS GEN SUPPLIES			22-23			202200681		\$-4.70
BMO FINA000	BMO FINANCIAL GROUP	3285-0623-8	0000000000	BMO 0623	BNK5	AMAZON-PRESSUE GUAGE	H		05/02/2023	06/22/2023	W	\$35.00
20E103 2542 5400 00 000000				NBE CARE/UPKEEP EQUIPMENT			22-23			202200681		\$35.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>	<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>		<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>		
<u>REF</u>	<u>CATALOG</u>	<u>DESCRIPTION</u>			<u>LQ</u>	<u>QTY</u>	<u>LINE AMOUNT</u>					
<u>ACCOUNT NUMBER(S)</u>		<u>QUICK KEY</u>	<u>ACCOUNT LEVEL DESCRIPTION</u>		<u>1099</u>		<u>ACCT AMOUNT</u>					
BMO FINA000	BMO FINANCIAL GROUP	4069-0623-5	0000000000	BMO 0623	BNK5	HIDDEN APP-RENEWAL	H		05/15/2023	06/22/2023	W	\$1,912.50
							22-23			202200681		\$1,912.50
10E000	2225 3900 00 000000					ADMIN OTHER PURCH. SERVICES						\$1,912.50
BMO FINA000	BMO FINANCIAL GROUP	4127-0623-1	6012023000	BMO 0623	BNK5	CORNER PUB- HS PRINCIPAL TRAVEL	P	H	04/25/2023	06/22/2023	W	\$31.00
							22-23			202200681		\$31.00
100		LLEWELLYN- HS PRINCIPAL TRAVEL						1.00				\$31.00
10E305	2410 3320 00 000000					NBHS PRINCIPAL TRAVEL						\$31.00
BMO FINA000	BMO FINANCIAL GROUP	4127-0623-2	3012023038	BMO 0623	BNK5	MEL-O-CREAM-STAFF FACULTY MEETING	P	H	04/27/2023	06/22/2023	W	\$35.98
							22-23			202200681		\$35.98
100		LLEWELLYN-SCHOOL IMPROVEMENT/MENTORING SUPPLIES						1.00				\$35.98
10E301	1117 3900 00 000000					NBHS OTHER PURCHASED SERVICES						\$35.98
BMO FINA000	BMO FINANCIAL GROUP	4127-0623-3	3012023042	BMO 0623	BNK5	SONIC-PBIS-CBE CLASSROOM	P	H	04/28/2023	06/22/2023	W	\$32.31
							22-23			202200681		\$32.31
100		LLEWELLYN-JH & HS READING & MATH INTERVENTION SUBSCRIPTION (MY PATH EDGENUITY)						1.00				\$32.31
10E301	1117 3900 00 000000					NBHS OTHER PURCHASED SERVICES						\$32.31
BMO FINA000	BMO FINANCIAL GROUP	4127-0623-4	6012023000	BMO 0623	BNK5	BOS-PARKING CHOIR PERFORMANCE	P	H	05/01/2023	06/22/2023	W	\$3.00
							22-23			202200681		\$3.00
100		LLEWELLYN- HS PRINCIPAL TRAVEL						1.00				\$3.00
10E305	2410 3320 00 000000					NBHS PRINCIPAL TRAVEL						\$3.00
BMO FINA000	BMO FINANCIAL GROUP	4127-0623-5	3012023038	BMO 0623	BNK5	CUATRO-STAFF LUNCH	P	H	05/05/2023	06/22/2023	W	\$273.20
							22-23			202200681		\$273.20
100		LLEWELLYN-SCHOOL IMPROVEMENT/MENTORING SUPPLIES						1.00				\$273.20

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	4127-0623-5				*****CONTINUED*****						
10E301 1117 3900 00 000000						NBHS OTHER PURCHASED SERVICES						\$273.20
BMO FINA000	BMO FINANCIAL GROUP	4127-0623-6	3012023038	BMO 0623	BNK5	SONIC-TEACHERS APPRECIATION	P	H	05/12/2023	06/22/2023	W	\$83.94
100		LLEWELLYN-SCHOOL IMPROVEMENT/MENTORING				SUPPLIES	22-23			202200681		\$83.94
10E301 1117 3900 00 000000						NBHS OTHER PURCHASED SERVICES		1.00				\$83.94
BMO FINA000	BMO FINANCIAL GROUP	4127-0623-7A	6012023001	BMO 0623	BNK5	IPA-STUDENT HANDBOOK	P	H	05/16/2023	06/22/2023	W	\$91.66
100		LLEWELLYN- PRINCIPAL'S OFFICE				SUPPLIES/ENVELOPES/LAMINATING FILM	22-23			202200681		\$91.66
10E305 2410 4100 00 000000						NBHS PRINCIPAL GEN SUPPLIES		1.00				\$91.66
BMO FINA000	BMO FINANCIAL GROUP	4127-0623-7B	6022023008	BMO 0623	BNK5	IPA-STUDENT HANDBOOK	P	H	05/16/2023	06/22/2023	W	\$91.66
100		WOODSIDE - JH PRINCIPAL OFFICE-				SUPPLIES/ENVELOPES/TEACHER PLANNERS	22-23			202200681		\$91.66
10E202 2410 4100 00 000000						NBJH PRINCIPAL GEN SUPPLIES		1.00				\$91.66
BMO FINA000	BMO FINANCIAL GROUP	4127-0623-7C	6032023016	BMO 0623	BNK5	IPA-STUDENT HANDBOOK	P	H	05/16/2023	06/22/2023	W	\$91.68
100		BISHOP/HAAS - PRINCIPAL'S				OFFICE-ENVELOPES/SUPPLIES/PRINCIPAL'S	22-23			202200681		\$91.68
10E103 2410 4100 00 000000		CODE BK				NBE PRINCIPAL GEN SUPPLIES		1.00				\$91.68
BMO FINA000	BMO FINANCIAL GROUP	4127-0623-8	3012023038	BMO 0623	BNK5	KRISPY KREME-STAFF DONUTS	P	H	05/17/2023	06/22/2023	W	\$49.35
100		LLEWELLYN-SCHOOL IMPROVEMENT/MENTORING				SUPPLIES	22-23			202200681		\$49.35
10E301 1117 3900 00 000000						NBHS OTHER PURCHASED SERVICES		1.00				\$49.35

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
BMO FINA000	BMO FINANCIAL GROUP	4127-0623-9	3012023036	BMO 0623	BNK5	GFS-SR. BBQ	P	H	05/17/2023	06/22/2023	W	\$165.90
100		LLEWELLYN-PBIS CHARACTER ED/STUDENT PLANNER/AGENDAS					22-23			202200681		\$165.90
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$165.90
BMO FINA000	BMO FINANCIAL GROUP	4163-0623-1	3012023009	BMO 0623	BNK5	WALMART-PIC FRAME FOR HORTICULTURE	P	H	04/25/2023	06/22/2023	W	\$15.12
110		ADJUSTMENT AS REQUESTED BY CRAY, KAITLAN					22-23			202200681		\$15.12
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$15.12
BMO FINA000	BMO FINANCIAL GROUP	4163-0623-2	3012023009	BMO 0623	BNK5	AMAZON-PISTON RING	P	H	04/26/2023	06/22/2023	W	\$56.85
110		ADJUSTMENT AS REQUESTED BY CRAY, KAITLAN					22-23			202200681		\$56.85
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$56.85
BMO FINA000	BMO FINANCIAL GROUP	4163-0623-3	3012023009	BMO 0623	BNK5	AMAZON-RUBBER BANDS	P	H	04/27/2023	06/22/2023	W	\$6.99
100		CRAY-AG GEN SUPPLIES					22-23			202200681		\$6.99
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$6.99
BMO FINA000	BMO FINANCIAL GROUP	4163-0623-4	3012023009	BMO 0623	BNK5	AMAZON-SAFETY GLASSES	P	H	04/28/2023	06/22/2023	W	\$69.98
100		CRAY-AG GEN SUPPLIES					22-23			202200681		\$69.98
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$69.98
BMO FINA000	BMO FINANCIAL GROUP	4163-0623-5	3012023009	BMO 0623	BNK5	AMAZON-COMPRESSOR, SCISSORS, PLIERS	P	H	04/28/2023	06/22/2023	W	\$151.49
100		CRAY-AG GEN SUPPLIES					22-23			202200681		\$151.49
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES						1.00				\$151.49

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID	DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT	ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR	INVOICE AMOUNT		
REF	CATALOG	DESCRIPTION				LQ		QTY		LINE AMOUNT		
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099							ACCT AMOUNT		
BMO FINA000	BMO FINANCIAL GROUP	4163-0623-6	3012023009	BMO 0623	BNK5	WALMART-STEP STONES	P	H	05/01/2023	06/22/2023	W	\$64.11
							22-23		202200681			\$64.11
100		CRAY-AG GEN SUPPLIES						1.00				\$64.11
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES										\$64.11
BMO FINA000	BMO FINANCIAL GROUP	4163-0623-7	3012023009	BMO 0623	BNK5	HARBOR FREIGHT-SUPPLIES	P	H	05/01/2023	06/22/2023	W	\$126.00
							22-23		202200681			\$126.00
100		CRAY-AG GEN SUPPLIES						1.00				\$126.00
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES										\$126.00
BMO FINA000	BMO FINANCIAL GROUP	4163-0623-8	3012023009	BMO 0623	BNK5	ACE HARDWARE-NAILS AND SCREWS	P	H	05/01/2023	06/22/2023	W	\$37.33
							22-23		202200681			\$37.33
100		CRAY-AG GEN SUPPLIES						1.00				\$37.33
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES										\$37.33
BMO FINA000	BMO FINANCIAL GROUP	4163-0623-9	0000000000	BMO 0623	BNK5	9216-PERFECTING PLANNED-OFFICER WORKBOOK	H		05/05/2023	06/22/2023	W	\$105.00
							22-23		202200681			\$105.00
10A000 1200 0000 00 000000												\$105.00
BMO FINA000	BMO FINANCIAL GROUP	5568-0623-1	0000000000	BMO 0623	BNK5	9218-WALMART-BREAKFAST MR. SALTY	H		04/27/2023	06/22/2023	W	\$25.36
							22-23		202200681			\$25.36
10A000 1200 0000 00 000000												\$25.36
BMO FINA000	BMO FINANCIAL GROUP	5568-0623-2	0000000000	BMO 0623	BNK5	9218-WALMART-BREAKFAST MR. SALTY	H		04/27/2023	06/22/2023	W	\$34.61
							22-23		202200681			\$34.61
10A000 1200 0000 00 000000												\$34.61
BMO FINA000	BMO FINANCIAL GROUP	5568-0623-3	0000000000	BMO 0623	BNK5	9218-WALMART-BREAKFAST MR. SALTY	H		04/28/2023	06/22/2023	W	\$90.86
							22-23		202200681			\$90.86

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION				LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099						ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	5568-0623-3				*****CONTINUED*****						
	10A000 1200 0000 00 000000											\$90.86
BMO FINA000	BMO FINANCIAL GROUP	5568-0623-4A	0000000000	BMO 0623	BNK5	9218-WALMART-CINCO CELBRATION	H	05/01/2023	06/22/2023	W		\$36.55
	10A000 1200 0000 00 000000						22-23			202200681		\$36.55
												\$36.55
BMO FINA000	BMO FINANCIAL GROUP	5568-0623-4B	0000000000	BMO 0623	BNK5	9208-WALMART-CINCO CELEBRATION	H	05/01/2023	06/22/2023	W		\$36.56
	10A000 1200 0000 00 000000						22-23			202200681		\$36.56
												\$36.56
BMO FINA000	BMO FINANCIAL GROUP	5568-0623-5	0000000000	BMO 0623	BNK5	9218-WALMART-SR. BREAKFAST	H	05/08/2023	06/22/2023	W		\$162.95
	10A000 1200 0000 00 000000						22-23			202200681		\$162.95
												\$162.95
BMO FINA000	BMO FINANCIAL GROUP	5568-0623-6	0000000000	BMO 0623	BNK5	9242-NOTHING BUNDT CAKE-SR. AND 8TH GRADE	H	05/16/2023	06/22/2023	W		\$57.75
	10A000 1200 0000 00 000000						22-23			202200681		\$57.75
												\$57.75
BMO FINA000	BMO FINANCIAL GROUP	5568-0623-7	0000000000	BMO 0623	BNK5	9242-SAPUTOS-FOOD FOR CONCERT	H	05/16/2023	06/22/2023	W		\$245.85
	10A000 1200 0000 00 000000						22-23			202200681		\$245.85
												\$245.85
BMO FINA000	BMO FINANCIAL GROUP	6542-0623-1	0000000000	BMO 0623	BNK5	IL ASBO-LEGAL STANDARDS FOR MGMT	H	04/21/2023	06/22/2023	W		\$220.00
	10E000 2520 3320 00 000000					FS TRAVEL	22-23			202200681		\$220.00
												\$220.00
BMO FINA000	BMO FINANCIAL GROUP	6542-0623-2	0000000000	BMO 0623	BNK5	IASB-MEMBERSHIP	H	05/01/2023	06/22/2023	W		\$1,309.00
							22-23			202200681		\$1,309.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION				DISC AMT						INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION				LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099						ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	6583-0623-3	3012023053	BMO 0623	BNK5	WALMART-FOOD	P	H	05/02/2023	06/22/2023	W	\$132.29
	100		MCCLAREY -HOME EC START UP MONEY FOR				22-23			202200681		\$132.29
	10E301 1117 4100 00 000000		FOOD						1.00			\$132.29
					NBHS GENERAL SUPPLIES							\$132.29
BMO FINA000	BMO FINANCIAL GROUP	6583-0623-4	3012023054	BMO 0623	BNK5	JOANN-SUPPLIES	P	H	05/03/2023	06/22/2023	W	\$24.16
	100		MCCLAREY,M.-CAKE BOSS CLASS EQUIP &				22-23			202200681		\$24.16
	10E301 1117 4100 00 000000		SUPPLIES/ HOME EC SUPPLIES						1.00			\$24.16
					NBHS GENERAL SUPPLIES							\$24.16
BMO FINA000	BMO FINANCIAL GROUP	6583-0623-5	3012023053	BMO 0623	BNK5	WALMART-FOOD	P	H	05/08/2023	06/22/2023	W	\$11.15
	100		MCCLAREY -HOME EC START UP MONEY FOR				22-23			202200681		\$11.15
	10E301 1117 4100 00 000000		FOOD						1.00			\$11.15
					NBHS GENERAL SUPPLIES							\$11.15
BMO FINA000	BMO FINANCIAL GROUP	6583-0623-6	3012023053	BMO 0623	BNK5	WALMART-FOOD	P	H	05/09/2023	06/22/2023	W	\$59.14
	100		MCCLAREY -HOME EC START UP MONEY FOR				22-23			202200681		\$59.14
	10E301 1117 4100 00 000000		FOOD						1.00			\$59.14
					NBHS GENERAL SUPPLIES							\$59.14
BMO FINA000	BMO FINANCIAL GROUP	6583-0623-7	3012023053	BMO 0623	BNK5	WALMART-FOOD	P	H	05/09/2023	06/22/2023	W	\$42.80
	100		MCCLAREY -HOME EC START UP MONEY FOR				22-23			202200681		\$42.80
	10E301 1117 4100 00 000000		FOOD						1.00			\$42.80
					NBHS GENERAL SUPPLIES							\$42.80
BMO FINA000	BMO FINANCIAL GROUP	6583-0623-8	3012023053	BMO 0623	BNK5	WALMART-FOOD	P	H	05/17/2023	06/22/2023	W	\$49.94
	100		MCCLAREY -HOME EC START UP MONEY FOR				22-23			202200681		\$49.94
			FOOD						1.00			\$49.94

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT		
ACH VOID	DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT	REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT										
BMO FINA000	BMO FINANCIAL GROUP	6673-0623-7	7002023022	BMO 0623	BNK5	SAMS CLUB-ATHLETIC BAG	P	H	04/29/2023	06/22/2023	W	\$39.98		
							22-23					\$39.98		
100		LUCAS-MISC. ATHLETIC EQUIPMENT							1.00			\$39.98		
10E000 1500 5400 00 000000		ATH CO EQUIPMENT										\$39.98		
BMO FINA000	BMO FINANCIAL GROUP	6673-0623-8	0000000000	BMO 0623	BNK5	9216-PAPA JOHNS-AG AWARENESS DAY	H		05/10/2023	06/22/2023	W	\$79.90		
							22-23					\$79.90		
10A000 1200 0000 00 000000												\$79.90		
BMO FINA000	BMO FINANCIAL GROUP	6815-0623-1	0000000000	BMO 0623	BNK5	9296-KRISPY KREME-CLASS OF 2026	H		05/04/2023	06/22/2023	W	\$351.00		
							22-23					\$351.00		
10A000 1200 0000 00 000000												\$351.00		
BMO FINA000	BMO FINANCIAL GROUP	6815-0623-2	3012023029	BMO 0623	BNK5	TARGET-FRAMES FOR CERTIFICATES	P	H	05/11/2023	06/22/2023	W	\$10.00		
							22-23					\$10.00		
100		LANDERS-GOLDEN HONORS SUPPLIES							1.00			\$10.00		
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES										\$10.00		
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-1	0000000000	BMO 0623	BNK5	9202-PAPA JOHN-ART FAIR	H		04/20/2023	06/22/2023	W	\$116.65		
							22-23					\$116.65		
10A000 1200 0000 00 000000												\$116.65		
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-10	0000000000	BMO 0623	BNK5	9249-HYATT-SCHOLASTIC BOWL	H		04/30/2023	06/22/2023	W	\$822.14		
							22-23					\$822.14		
10A000 1200 0000 00 000000												\$822.14		
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-11	0000000000	BMO 0623	BNK5	9249-HYATT-SCHOLASTIC BOWL	H		04/30/2023	06/22/2023	W	\$298.68		
							22-23					\$298.68		
10A000 1200 0000 00 000000												\$298.68		

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-12	0000000000	BMO 0623	BNK5	9249-HYATT-SCHOLASTIC BOWL	H		04/30/2023	06/22/2023	W	\$298.68
							22-23					\$298.68
10A000 1200 0000 00 000000												\$298.68
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-13	0000000000	BMO 0623	BNK5	9274-IHSASTORE-GOLF OUTING	H		05/04/2023	06/22/2023	W	\$500.00
							22-23					\$500.00
10A000 1200 0000 00 000000												\$500.00
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-14	0000000000	BMO 0623	BNK5	9226-REDBIRD BSKBALL-SUMMER CAMP	H		05/05/2023	06/22/2023	W	\$210.00
							22-23					\$210.00
10A000 1200 0000 00 000000												\$210.00
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-15A	7002023012	BMO 0623	BNK5	AMAZON-DRY ERASE MARKERS	P	H	05/09/2023	06/22/2023	W	\$28.09
							22-23					\$28.09
100		LUCAS- A.D. ATHLETIC SUPPLIES & AWARDS							1.00			\$28.09
10E000 1500 4100 00 000000		INTERSC PRGM GEN SUPP.										\$28.09
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-16	7002023012	BMO 0623	BNK5	AMAZON-DESK CALENDAR	P	H	05/10/2023	06/22/2023	W	\$16.99
							22-23					\$16.99
100		LUCAS- A.D. ATHLETIC SUPPLIES & AWARDS							1.00			\$16.99
10E000 1500 4100 00 000000		INTERSC PRGM GEN SUPP.										\$16.99
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-17	0000000000	BMO 0623	BNK5	9293-SAMS-SNACKS FOR PROM	H		05/12/2023	06/22/2023	W	\$129.18
							22-23					\$129.18
10A000 1200 0000 00 000000												\$129.18
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-18	0000000000	BMO 0623	BNK5	9233-AMAZON-BATTING CAGE NET	H		05/18/2023	06/22/2023	W	\$552.28
							22-23					\$552.28
10A000 1200 0000 00 000000												\$552.28
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-2	0112023005	BMO 0623	BNK5	SAMS-KILLION - NURSE SUPPLIES	P	H	04/21/2023	06/22/2023	W	\$131.00
							22-23					\$131.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION				LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099						ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-2				*****CONTINUED*****						
	100					NURSE SUPPLIES			1.00			\$131.00
	10E000 2130 4100 00 000000					HEALTH SERV. GEN SUPP						\$131.00
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-3	0000000000	BMO 0623	BNK5	9114-DOLLAR GEN-TREAT FOR TEAM	H	04/24/2023	06/22/2023	W		\$261.85
							22-23			202200681		\$261.85
	10A000 1200 0000 00 000000											\$261.85
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-4	0112023005	BMO 0623	BNK5	SAMS-KILLION - NURSE SUPPLIES	P H	04/27/2023	06/22/2023	W		\$35.58
							22-23			202200681		\$35.58
	100					NURSE SUPPLIES			1.00			\$35.58
	10E000 2130 4100 00 000000					HEALTH SERV. GEN SUPP						\$35.58
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-5	0000000000	BMO 0623	BNK5	9293-AMAZON-PROM DECO	H	04/28/2023	06/22/2023	W		\$139.32
							22-23			202200681		\$139.32
	10A000 1200 0000 00 000000											\$139.32
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-6	0012023013	BMO 0623	BNK5	AMAZON-SAFETY VEST	P H	04/28/2023	06/22/2023	W		\$19.58
							22-23			202200681		\$19.58
	100					OPEN P.O. - SSO SUPPLIES			1.00			\$19.58
	10E000 2191 4100 00 000000					SSO SM SUPPLIES - GENERAL						\$19.58
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-7	0000000000	BMO 0623	BNK5	9249-GIORDANOS-FOOD FOR TEAM	H	04/28/2023	06/22/2023	W		\$128.17
							22-23			202200681		\$128.17
	10A000 1200 0000 00 000000											\$128.17
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-8	0000000000	BMO 0623	BNK5	9293-AMAZON-PROM DECO	H	04/28/2023	06/22/2023	W		\$39.98
							22-23			202200681		\$39.98
	10A000 1200 0000 00 000000											\$39.98
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-9	0000000000	BMO 0623	BNK5	9249-GIORDANO-REFUND	H	04/30/2023	06/22/2023	W		-\$10.45
							22-23			202200681		-\$10.45

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT						
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT								
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT	
BMO FINA000	BMO FINANCIAL GROUP	7406-0623-9				*****CONTINUED*****							
10A000 1200 0000 00 000000												\$-10.45	
BMO FINA000	BMO FINANCIAL GROUP	7693-0623-1	0000000000	BMO 0623	BNK5	OCCUPATIONAL SAFTEY-FOOD HANDLER COURSE	H		05/03/2023	06/22/2023	W	\$7.99	
10E000 2562 6400 00 000000						FOOD PREP DUES & FEES	22-23					\$7.99	
												202200681	\$7.99
BMO FINA000	BMO FINANCIAL GROUP	7693-0623-2	0000000000	BMO 0623	BNK5	DOMINO'S	H		05/03/2023	06/22/2023	W	\$36.59	
10E000 2562 3320 00 000000							22-23					\$36.59	
												202200681	\$36.59
BMO FINA000	BMO FINANCIAL GROUP	7693-0623-3	0000000000	BMO 0623	BNK5	WALLY'S	H		05/04/2023	06/22/2023	W	\$10.81	
10E000 2562 3320 00 000000							22-23					\$10.81	
												202200681	\$10.81
BMO FINA000	BMO FINANCIAL GROUP	7693-0623-4	0000000000	BMO 0623	BNK5	OCCUPATIONAL SAFETY-FOOD HANDLER COURSE	H		05/08/2023	06/22/2023	W	\$7.99	
10E000 2562 6400 00 000000						FOOD PREP DUES & FEES	22-23					\$7.99	
												202200681	\$7.99
BMO FINA000	BMO FINANCIAL GROUP	8707-0623-1	0000000000	BMO 0623	BNK5	9228-FLOWERS FOR ROUTT CHEER	H		04/25/2023	06/22/2023	W	\$63.95	
10A000 1200 0000 00 000000							22-23					\$63.95	
												202200681	\$63.95
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-1	2022023017	BMO 0623	BNK5	AMAZON-BOOKS AND SUPPLIES	P H		04/22/2023	06/22/2023	W	\$332.00	
100						GEBHARDT-CLASSROOM SUPPLIES	22-23					\$332.00	
10E202 1115 4100 00 000000						NBJH GEN SUPPLIES						1.00	\$332.00
													\$332.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-10	0000000000	BMO 0623	BNK5	9103-SAMS-DANCE CONCESSION AND 8TH GRADE DINNER	H		05/09/2023	06/22/2023	W	\$330.12	
10A000 1200 0000 00 000000							22-23					\$330.12	
												202200681	\$330.12

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>		<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>	
<u>REF</u>	<u>CATALOG</u>	<u>DESCRIPTION</u>					<u>LQ</u>	<u>QTY</u>		<u>LINE AMOUNT</u>		
<u>ACCOUNT NUMBER(S)</u>		<u>QUICK KEY</u>	<u>ACCOUNT LEVEL DESCRIPTION</u>		<u>1099</u>							<u>ACCT AMOUNT</u>
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-11	0000000000	BMO 0623	BNK5	9103-TARGET-GIFT CARD	H	05/10/2023	06/22/2023	W		\$25.00
							22-23			202200681		\$25.00
	10A000 1200 0000 00 000000											\$25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-12	0000000000	BMO 0623	BNK5	9103-TARGET-GIFT CARD	H	05/10/2023	06/22/2023	W		\$25.00
							22-23			202200681		\$25.00
	10A000 1200 0000 00 000000											\$25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-13	0000000000	BMO 0623	BNK5	9103-TARGET-GIFT CARD	H	05/10/2023	06/22/2023	W		\$25.00
							22-23			202200681		\$25.00
	10A000 1200 0000 00 000000											\$25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-14	0000000000	BMO 0623	BNK5	9103-TARGET-GIFT CARD	H	05/10/2023	06/22/2023	W		\$25.00
							22-23			202200681		\$25.00
	10A000 1200 0000 00 000000											\$25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-15	0000000000	BMO 0623	BNK5	9103-TARGET-GIFT CARD	H	05/10/2023	06/22/2023	W		\$25.00
							22-23			202200681		\$25.00
	10A000 1200 0000 00 000000											\$25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-16	0000000000	BMO 0623	BNK5	9103-TARGET-GIFT CARD	H	05/10/2023	06/22/2023	W		\$25.00
							22-23			202200681		\$25.00
	10A000 1200 0000 00 000000											\$25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-17	0000000000	BMO 0623	BNK5	9103-TARGET-GIFT CARD	H	05/10/2023	06/22/2023	W		\$25.00
							22-23			202200681		\$25.00
	10A000 1200 0000 00 000000											\$25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-18	0000000000	BMO 0623	BNK5	9103-TARGET-GIFT CARD	H	05/10/2023	06/22/2023	W		\$25.00
							22-23			202200681		\$25.00
	10A000 1200 0000 00 000000											\$25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-19	0000000000	BMO 0623	BNK5	9103-AMAZON-GIFT CARD	H	05/10/2023	06/22/2023	W		\$100.00
							22-23			202200681		\$100.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-19				*****CONTINUED*****						
10A000 1200 0000 00 000000												\$100.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-2	3012023063	BMO 0623	BNK5	WALMART-REFUND	P	H	04/23/2023	06/22/2023	W	\$-6.49
100		JOE- JH & HS CBE CLASSROOM SUPPLIES	22-23							202200681		\$-6.49
10E301 1200 4100 00 000000		NBHS SP. ED. GEN SUPPLIES						1.00				\$-6.49
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-20	2022023064	BMO 0623	BNK5	DOLLAR GEN-FOOD TEACHER APPRECIATION	P	H	05/11/2023	06/22/2023	W	\$19.40
100		JH SCHOOL IMPROVEMENT	22-23							202200681		\$19.40
10E202 1115 3900 00 000000		NBJH OTHER PURCHASED SERVICES						1.00				\$19.40
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-21	0000000000	BMO 0623	BNK5	9103-TJ MAXX-GIFT CARD		H	05/11/2023	06/22/2023	W	\$25.00
10A000 1200 0000 00 000000			22-23							202200681		\$25.00
												\$25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-22	2022023064	BMO 0623	BNK5	CUATRO-TEACHER APPRECIATION	P	H	05/11/2023	06/22/2023	W	\$135.19
100		JH SCHOOL IMPROVEMENT	22-23							202200681		\$135.19
10E202 1115 3900 00 000000		NBJH OTHER PURCHASED SERVICES						1.00				\$135.19
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-23	0000000000	BMO 0623	BNK5	9103-COOPERS HAWK-GIFT CARDS		H	05/12/2023	06/22/2023	W	\$50.00
10A000 1200 0000 00 000000			22-23							202200681		\$50.00
												\$50.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-24	3012023063	BMO 0623	BNK5	AMAZON-TABLE CLOTH	P	H	05/13/2023	06/22/2023	W	\$6.99
100		JOE- JH & HS CBE CLASSROOM SUPPLIES	22-23							202200681		\$6.99
10E301 1200 4100 00 000000		NBHS SP. ED. GEN SUPPLIES						1.00				\$6.99
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-25	0000000000	BMO 0623	BNK5	9103-OLIVE GARDEN-8TH GRADE DINNER		H	05/13/2023	06/22/2023	W	\$604.89

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-25		*****CONTINUED*****								
10A000 1200 0000 00 000000							22-23			202200681		\$604.89
												\$604.89
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-26	3012023063	BMO 0623	BNK5	AMAZON-LYSOL WIPES	P	H	05/15/2023	06/22/2023	W	\$14.97
100		JOE- JH & HS CBE CLASSROOM SUPPLIES					22-23			202200681		\$14.97
10E301 1200 4100 00 000000		NBHS SP. ED. GEN SUPPLIES						1.00				\$14.97
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-27	3012023063	BMO 0623	BNK5	AMAZON-ERASER, EAR MUFF, GLADE	P	H	05/15/2023	06/22/2023	W	\$115.38
100		JOE- JH & HS CBE CLASSROOM SUPPLIES					22-23			202200681		\$115.38
10E301 1200 4100 00 000000		NBHS SP. ED. GEN SUPPLIES						1.00				\$115.38
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-28	2022023033	BMO 0623	BNK5	AMAZON PRIME-SUPER MARIO MOVIE	P	H	05/16/2023	06/22/2023	W	\$29.99
100		JH -SECOND STEP (SEL CURRICULUM)					22-23			202200681		\$29.99
10E202 1115 4200 00 000000		NBJH TEXTBOOKS						1.00				\$29.99
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-29	2022023033	BMO 0623	BNK5	DOLLAR GEN-GIFT CARDS	P	H	05/16/2023	06/22/2023	W	\$100.00
100		JH -SECOND STEP (SEL CURRICULUM)					22-23			202200681		\$100.00
10E202 1115 4200 00 000000		NBJH TEXTBOOKS						1.00				\$100.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-3	3012023063	BMO 0623	BNK5	WALMART-LIFE SKILLS PICNIC	P	H	04/26/2023	06/22/2023	W	\$75.96
100		JOE- JH & HS CBE CLASSROOM SUPPLIES					22-23			202200681		\$75.96
10E301 1200 4100 00 000000		NBHS SP. ED. GEN SUPPLIES						1.00				\$75.96
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-30	2022023033	BMO 0623	BNK5	SUBWAY-GIFT CARDS	P	H	05/16/2023	06/22/2023	W	\$50.00
100		JH -SECOND STEP (SEL CURRICULUM)					22-23			202200681		\$50.00
								1.00				\$50.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD		DISCOUNT DESCRIPTION	DISC AMT		ADJUSTMENT DESCRIPTION		FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT		
REF	CATALOG	DESCRIPTION					LQ	QTY	LINE AMOUNT			
ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL DESCRIPTION		1099	ACCT AMOUNT						
BMO FINA000	BMO FINANCIAL GROUP	9165-0623-9	0000000000	BMO 0623	BNK5	9103-TARGET-GIFT BASKET FOR RAFFLE	H	05/09/2023	06/22/2023	W		\$216.62
							22-23			202200681		\$216.62
	10A000 1200 0000 00 000000											\$216.62
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-1	0000000000	BMO 0623	BNK5	9236-AMAZON-AFTERPROM	H	04/20/2023	06/22/2023	W		\$50.00
							22-23			202200681		\$50.00
	10A000 1200 0000 00 000000											\$50.00
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-10	0000000000	BMO 0623	BNK5	9236-WALMART-SUPPLIES RAFFLE ITEMS AFTER PROM	H	05/12/2023	06/22/2023	W		\$363.74
							22-23			202200681		\$363.74
	10A000 1200 0000 00 000000											\$363.74
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-11	0000000000	BMO 0623	BNK5	9236-SAMS-PIZZA FOR AFTERPROM	H	05/13/2023	06/22/2023	W		\$305.52
							22-23			202200681		\$305.52
	10A000 1200 0000 00 000000											\$305.52
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-12	0000000000	BMO 0623	BNK5	9236-THORTONS-GIFT CARDS AFTER PROM	H	05/13/2023	06/22/2023	W		\$100.00
							22-23			202200681		\$100.00
	10A000 1200 0000 00 000000											\$100.00
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-13	0000000000	BMO 0623	BNK5	9236-AFTER PROM SUPPLIES	H	05/13/2023	06/22/2023	W		\$23.12
							22-23			202200681		\$23.12
	10A000 1200 0000 00 000000											\$23.12
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-14	0000000000	BMO 0623	BNK5	WALMART-HP COLOR PRINT TONER	H	05/18/2023	06/22/2023	W		\$418.93
							22-23			202200681		\$418.93
	10E000 2520 4100 00 000000			FS GENERAL SUPPLY								\$418.93
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-2	0000000000	BMO 0623	BNK5	9236-AMAZON-AFTERPROM STICKERS	H	04/23/2023	06/22/2023	W		\$75.65

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-2				*****CONTINUED*****						
							22-23			202200681		\$75.65
10A000 1200 0000 00 000000												\$75.65
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-3	0000000000	BMO 0623	BNK5	9236-SAMS-AFTERPROM RAFFLE AND SNACKS	H	04/30/2023	06/22/2023	W		\$41.74
							22-23			202200681		\$41.74
10A000 1200 0000 00 000000												\$41.74
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-4	0000000000	BMO 0623	BNK5	9236-AMAZON-PARTY BAGS AFTER PROM	H	05/01/2023	06/22/2023	W		\$43.88
							22-23			202200681		\$43.88
10A000 1200 0000 00 000000												\$43.88
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-5	0000000000	BMO 0623	BNK5	9236-SAMS-REFUND FOR MINI FRIDGE	H	05/02/2023	06/22/2023	W		\$-139.98
							22-23			202200681		\$-139.98
10A000 1200 0000 00 000000												\$-139.98
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-6	0000000000	BMO 0623	BNK5	9236-ORIENTAL TRADING-AFTER PROM PHOTO BOOTH	H	05/02/2023	06/22/2023	W		\$82.95
							22-23			202200681		\$82.95
10A000 1200 0000 00 000000												\$82.95
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-7	0000000000	BMO 0623	BNK5	SAMS-FORKS AND SPOONS FOR DO	H	05/03/2023	06/22/2023	W		\$35.08
							22-23			202200681		\$35.08
10E000 2520 4100 00 000000						FS GENERAL SUPPLY						\$35.08
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-8	0000000000	BMO 0623	BNK5	SAMS-CAKE FOR RETIREES	H	05/05/2023	06/22/2023	W		\$40.98
							22-23			202200681		\$40.98
10E000 2520 4100 00 000000						FS GENERAL SUPPLY						\$40.98
BMO FINA000	BMO FINANCIAL GROUP	9173-0623-9	0000000000	BMO 0623	BNK5	9236-AMAZON-WATERBOTTLE STICKERS-AFTER PROM	H	05/07/2023	06/22/2023	W		\$24.88

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
NUMBER OF INVOICES: 195												\$25,074.07
BOUNDBRA000	BOUNDS, BRAD	120.00	0000000000	50	BNK2	BOYS VARSITY BASEBALL-4-22-23	H		04/22/2023	05/31/2023	R	\$120.00
10E000	1500 3190 00 000000					INTERSC PGRM OTHER PRO & TECH						\$120.00
BOUNDBRA000	BOUNDS, BRAD	70.00	0000000000	50	BNK2	OFFICIAL BOYS V BASEBALL 4-28-23	H		04/28/2023	05/31/2023	R	\$70.00
10E000	1500 3190 00 000000					INTERSC PGRM OTHER PRO & TECH						\$70.00
BOUNDBRA000	BOUNDS, BRAD	70.00	0000000000	50	BNK2	OFFICIAL BOYS V BASEBALL 5-6-23	H		05/06/2023	05/31/2023	S	\$70.00
10E000	1500 3190 00 000000					INTERSC PGRM OTHER PRO & TECH						\$70.00
NUMBER OF INVOICES: 3												\$260.00
BRENNDUG000	BRENNAN, DUGAN	70.00	0000000000	50	BNK2	GIRLS VARSITY SOFTBALL-4-20-23	H		04/20/2023	05/31/2023	R	\$70.00
10E000	1500 3190 00 000000					INTERSC PGRM OTHER PRO & TECH						\$70.00
NUMBER OF INVOICES: 1												\$70.00
BRENNPAT002	BRENNAN, PATRICK	70.00	0000000000	50	BNK2	GIRLS VARSITY SOFTBALL-4-20-23	H		04/20/2023	05/31/2023	R	\$70.00
10E000	1500 3190 00 000000					INTERSC PGRM OTHER PRO & TECH NONEM						\$70.00
NUMBER OF INVOICES: 1												\$70.00
BRO&A	001 ROBERT BROOKE & ASSOCIATES,INC	290671	0000000000	051923	BNK5	JH/HS BLDG-STEEL LOCKER	H		04/27/2023	05/19/2023	V	\$69.63

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
BRO&A 001	ROBERT BROOKE & ASSOCIATES,INC	290671				*****CONTINUED*****						
						HANDLES AND SCREWS						
							22-23			60166		\$69.63
	20E000 2542 4100 00 000000											\$69.63
						NUMBER OF INVOICES: 1						\$-69.63
BSNS 001	BSN SPORTS LLC	306637088	7002023020	50	BNK2	BASKETBALLS	P H	02/15/2023	05/31/2023	R		\$800.80
							22-23			104784		\$800.80
	100	LUCAS-HS BOYS BASKETBALL SUPPLIES								1.00		\$800.80
	10E000 1500 4100 00 000000					INTERSC PRGM GEN SUPP.						\$800.80
BSNS 001	BSN SPORTS LLC	306908132	7002023026	50	BNK2	SOFTBALL SUPPLIES	P H	04/14/2023	05/31/2023	R		\$900.00
							22-23			104756		\$900.00
	100	ROBERTS -JH & HS SOFTBALL SUPPLIES								1.00		\$900.00
	10E000 1500 4100 00 000000					INTERSC PRGM GEN SUPP.						\$900.00
BSNS 001	BSN SPORTS LLC	306908132-	7002023027	50	BNK2	SOFTBALL SUPPLIES	P H	04/14/2023	05/31/2023	R		\$200.60
							22-23			104756		\$200.60
	100	ROBERTS -JH SOFTBALL SUPPLIES								1.00		\$200.60
	10E000 1500 4100 00 000000					INTERSC PRGM GEN SUPP.						\$200.60
						NUMBER OF INVOICES: 3						\$1,901.40
CANTRKEN000	CANTRELL, KENDA	252.90	0000000000	0623	BNK5	REFUND LUNCH AND REGISTRATION OVERAGE	H	06/06/2023	06/22/2023	R		\$252.90
							22-23			60227		\$252.90
	10R000 1600 0000 00 000000					FS PRE-PAID MEALS						\$2.90
	10R000 1811 0000 00 000000					REGISTRATION FEES						\$250.00
						NUMBER OF INVOICES: 1						\$252.90
CARPELUC000	CARPENTER, LUCAS	70.00	0000000000	50	BNK2	BOYS VARSITY BASEBALL-4-17-23	H	04/17/2023	05/31/2023	R		\$70.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
CARPELUC000	CARPENTER, LUCAS	70.00				*****CONTINUED*****						
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH	22-23			104760		\$70.00
												\$70.00
											NUMBER OF INVOICES: 1	\$70.00
CDWG 001	CDW GOVERNMENT, INC.	JQ56595	0000000000	0623	BNK5	TECH-ADOBE LICENSE RENEWAL	H		05/17/2023	06/22/2023	A	\$2,625.00
10E000 2225 4700 00 000000						TECH SOFTWARE	22-23				222300351	\$2,625.00
												\$2,625.00
CDWG 001	CDW GOVERNMENT, INC.	JS30743	0000000000	0623	BNK5	TRANS-SAMSARA VEHICLE GATEWAY	H		05/22/2023	06/22/2023	A	\$1,320.00
40E000 2552 3190 00 000000						TRANS PS OTHER PROF SERV	22-23				222300351	\$1,320.00
												\$1,320.00
CDWG 001	CDW GOVERNMENT, INC.	JW39712	0000000000	0623	BNK5	TECH-HP PROBOOK AND WORKSTATION	H		05/30/2023	06/22/2023	A	\$5,506.50
10E000 2225 5400 00 000000						TECH EQUIPMENT	22-23				222300351	\$5,506.50
												\$5,506.50
CDWG 001	CDW GOVERNMENT, INC.	JX08352	0000000000	0623	BNK5	TECH-VIDEO INTERCOM	H		05/31/2023	06/22/2023	A	\$1,864.00
10E000 2225 5400 00 000000						TECH EQUIPMENT	22-23				222300351	\$1,864.00
												\$1,864.00
CDWG 001	CDW GOVERNMENT, INC.	JZ68882	0000000000	0623	BNK5	TECH-MICROSOFT OFFICE PRO RENEWAL	H		06/05/2023	06/22/2023	A	\$4,559.88
10E000 2225 4700 00 000000						TECH SOFTWARE	22-23				222300351	\$4,559.88
												\$4,559.88
											NUMBER OF INVOICES: 5	\$15,875.38
CENTIP 000	CENTRAL ILLINOIS PRODUCE (JH/HS)	07416647	0000000000	0623	BNK5	JH/HS BLDG - DAIRY-ORIG WAS VOIDED AND NEVER REPROCESSED.	H		01/12/2022	06/22/2023	A	\$234.60

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
CENTIP 000	CENTRAL ILLINOIS PRODUCE (JH/HS)	07416647				*****CONTINUED*****						
10E301 2562 4151 00 000000						NBHS FOOD DAIRY PRODUCT	22-23			222300352		\$234.60
												\$234.60
CENTIP 000	CENTRAL ILLINOIS PRODUCE (JH/HS)	07422127	0000000000	0623	BNK5	JH/HS BLDG-RAW FOOD	H	01/10/2022	06/22/2023	A		\$445.90
10E301 2562 4151 00 000000						NBHS FOOD DAIRY PRODUCT	22-23			222300352		\$445.90
												\$445.90
CENTIP 000	CENTRAL ILLINOIS PRODUCE (JH/HS)	08929760	0000000000	0623	BNK5	JH/HS BLDG-RAW FOOD AND DAIRY	H	05/15/2023	06/22/2023	A		\$822.30
10E301 2562 4150 00 000000						NBHS FOOD RAW FOOD	22-23			222300352		\$822.30
10E301 2562 4151 00 000000						NBHS FOOD DAIRY PRODUCT						\$612.30
												\$210.00
CENTIP 000	CENTRAL ILLINOIS PRODUCE (JH/HS)	08936225	0000000000	0623	BNK5	JH/HS BLDG-DAIRY	H	05/17/2023	06/22/2023	A		\$305.70
10E301 2562 4151 00 000000						NBHS FOOD DAIRY PRODUCT	22-23			222300352		\$305.70
												\$305.70
CENTIP 000	CENTRAL ILLINOIS PRODUCE (JH/HS)	08936239	0000000000	0623	BNK5	JH/HS BLDG-DAIRY	H	05/19/2023	06/22/2023	A		\$343.80
10E301 2562 4151 00 000000						NBHS FOOD DAIRY PRODUCT	22-23			222300352		\$343.80
												\$343.80
CENTIP 000	CENTRAL ILLINOIS PRODUCE (JH/HS)	08943364	0000000000	0623	BNK5	JH/HS BLDG-RAW FOOD	H	05/22/2023	06/22/2023	A		\$513.49
10E301 2562 4150 00 000000						NBHS FOOD RAW FOOD	22-23			222300352		\$513.49
												\$513.49
NUMBER OF INVOICES: 6											\$2,665.79	
CENTIP 002	CENTRAL ILLINOIS PRODUCE (NBE)	01145401	0000000000	0623	BNK5	ELEM BLDG-REFUND WATERMELON	H	05/22/2023	06/22/2023	A		\$-170.50
10E103 2562 4150 00 000000						NBE FOOD PREP RAW FOOD	22-23			222300353		\$-170.50
												\$-170.50
CENTIP 002	CENTRAL ILLINOIS PRODUCE (NBE)	08929740	0000000000	0623	BNK5	ELEM BLDG-RAW FOOD AND DAIRY	H	05/15/2023	06/22/2023	A		\$629.95
							22-23			222300353		\$629.95

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
NUMBER OF INVOICES: 1												\$70.00
DUFFETAN000	DUFFEY, TANYA	200.00	0000000000	50	BNK5	REFUND OF LUNCH PAYMENT	H		05/11/2023	05/31/2023	R	\$200.00
10R000 1600 0000 00 000000						FS PRE-PAID MEALS	22-23					\$200.00
NUMBER OF INVOICES: 1												\$200.00
E-BOLT 000	E-BOLT	167408	0000000000	0623	BNK5	TRANS-SELF DRILLING ZINC	H		06/06/2023	06/22/2023	R	\$2.00
40E000 2552 4180 00 000000						TRANSP VS SHOP SUPPLIES	22-23					\$2.00
NUMBER OF INVOICES: 1												\$2.00
EARTHCAM000	EARTHCAM INC.	WS0519230593	0000000000	0623	BNK5	TECH-STAND MAST, LIVE STREAMING SOFTWARE	H		05/20/2023	06/22/2023	R	\$10,795.00
10E000 2225 4700 00 000000						TECH SOFTWARE	22-23					\$10,795.00
NUMBER OF INVOICES: 1												\$10,795.00
ERTOI 001	ERTHAL OIL	92.24	0000000000	0623	BNK5	TRANS-FINANCE CHARGE-FUEL	H		04/28/2023	05/28/2023	R	\$92.24
40E000 2552 4640 00 000000						TRANSP VS GASOLINE	22-23					\$92.24
NUMBER OF INVOICES: 1												\$92.24
EULERASH000	EULER, ASHLEY	15.39	3212023001	0623	BNK5	TO SONIC FOR TEACHER APPRECIATION DRINKS	P	H	05/16/2023	06/22/2023	A	\$15.39
100						EULER- GUIDANCE TRAVEL	22-23					\$15.39
10E000 2120 3320 00 000000						GUID PS TRAVEL			1.00			\$15.39

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT	REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT	
NUMBER OF INVOICES: 1												\$15.39	
FISHECAR000	FISHER, CARL	100.00	0000000000	50	BNK2	GIRLS VARSITY SOFTBALL-4-29-23	H		04/29/2023	05/31/2023	R	\$100.00	
10E000	1500	3190	00	000000		INTERSC PGRM OTHER PRO & TECH	22-23					104782	\$100.00
												\$100.00	
FISHECAR000	FISHER, CARL	70.00	0000000000	50	BNK2	GIRLS VARSITY SOFTBALL-5-2-23	H		05/02/2023	05/31/2023	S	\$70.00	
10E000	1500	3190	00	000000		INTERSC PGRM OTHER PRO & TECH	22-23					104787	\$70.00
												\$70.00	
NUMBER OF INVOICES: 2												\$170.00	
FMX	000	FMX	28118	0000000000	0623	BNK5	FMX ANNUAL SUBSCRIPTION	H	05/17/2023	06/22/2023	A	\$6,375.00	
10E000	2520	3900	00	000000		FS OTHER PURCH. SERVICES	22-23					222300355	\$6,375.00
												\$6,375.00	
NUMBER OF INVOICES: 1												\$6,375.00	
FRONTIER000	FRONTIER	2171980288	0000000000	0623	BNK5	SECONDARY INTERNET CONNECTION 05/11/23-06/10/23	H		05/11/2023	06/22/2023	W	\$900.00	
20E000	2542	3400	00	000000		OPS MAINT. UPKEEP BLDG COMMUN.	22-23					2880623	\$900.00
												\$900.00	
FRONTIER000	FRONTIER	2174882040	0000000000	0623	BNK5	NEW BERLIN DISTRICT OFFICE PHONES - 05/16/23-06/15/23	H		05/16/2023	06/22/2023	W	\$294.14	
20E000	2542	3400	00	000000		OPS MAINT. UPKEEP BLDG COMMUN.	22-23					20400623	\$294.14
												\$294.14	
FRONTIER000	FRONTIER	2174883107	0000000000	0623	BNK5	JH FAX MACHINE - 05/22/23-06/21/23	H		05/22/2023	06/22/2023	W	\$238.28	
20E202	2542	3400	00	000000		JH PS COMMUNICATION	22-23					31070623	\$238.28
												\$238.28	

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
FRONTIER000	FRONTIER	2174886011	0000000000	0623	BNK5	JH PHONES 05/22/23-06/21/23	H	05/22/2023	06/22/2023	W		\$390.99
							22-23				60110623	\$390.99
20E202 2542 3400 00 000000		JH PS COMMUNICATION										\$390.99
FRONTIER000	FRONTIER	2174886111	0000000000	0623	BNK5	HS PRINCIPALS OFFICE PHONE-05/22/23-06/21/23	H	05/22/2023	06/22/2023	W		\$363.07
							22-23				61110623	\$363.07
20E301 2542 3400 00 000000		HS PS COMMUNICATION										\$363.07
FRONTIER000	FRONTIER	2174886412	0000000000	0623	BNK5	AD PHONES - 05/22/23-06/21/23	H	05/22/2023	06/22/2023	W		\$103.28
							22-23				64120623	\$103.28
20E202 2542 3400 00 000000		JH PS COMMUNICATION										\$103.28
FRONTIER000	FRONTIER	2174886482	0000000000	0623	BNK5	NB ELEM SCHOOL PHONE - 05-22-23-06-23-23	H	05/22/2023	06/22/2023	W		\$533.21
							22-23				64820623	\$533.21
20E103 2542 3400 00 000000		NBE BLDG PS COMMUNICATION										\$533.21
NUMBER OF INVOICES: 7												\$2,822.97
GFI DIGI000	GFI DIGITAL	2564539	0000000000	0623	BNK5	COPIER USAGE	H	06/12/2023	06/22/2023	W		\$794.33
							22-23				6202361	\$794.33
10E000 2321 3250 00 000000		SUPINT. OFFICE RENTALS										\$8.11
10E000 2520 3250 00 000000		FS RENTALS										\$8.12
10E103 1113 3250 00 000000		NBE RENTALS										\$346.44
10E103 2410 3250 00 000000		NBE PRINCIPAL RENTALS										\$25.18
10E202 1115 3250 00 000000		NBJH RENTALS										\$102.09
10E202 2410 3250 00 000000		NBJH PRINCIPAL RENTALS										\$10.60
10E301 1117 3250 00 000000		NBHS RENTALS										\$148.12
10E305 2410 3250 00 000000		NBHS PRINCIPAL RENTALS										\$145.67
NUMBER OF INVOICES: 1												\$794.33
GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	227540264	0000000000	0623	BNK5	JH/HS BLDG-FOOD, DAIRY, DISP	H	05/16/2023	06/22/2023	W		\$2,434.58

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT	REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099				ACCT AMOUNT					
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	227540281				*****CONTINUED*****							
10E103 2562 4151 00 000000						NBE FOOD PREP DAIRY PRODUCTS							\$698.74
10E103 2562 4160 00 000000						NBE FOOD PREP DISP. SUPPLIES							\$157.24
10E103 2562 4170 00 000000						NBE FOOD PREP SMALLWARE							\$56.47
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	991422	0000000000	0623	BNK5	PRE-K-CUST AGREEMENT REBATE	H	06/06/2023	06/22/2023	W			\$-23.90
							22-23				4469125		\$-23.90
10E103 1125 4100 00 000000						NBE SM PK/EC SUPPLIES & SNACKS							\$-5.98
10E500 2569 4100 00 000000						PRE-K OTH. FOOD SERV. GEN SUPP							\$-17.92
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	994716	0000000000	0623	BNK5	ELEM BLDG-REFUND REBATE	H	06/06/2023	06/22/2023	W			\$-582.50
							22-23				4469158		\$-582.50
10E103 2562 4150 00 000000						NBE FOOD PREP RAW FOOD							\$-582.50
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	994847	0000000000	0623	BNK5	ELEM BLDG-REFUND-REBATE	H	06/06/2023	06/22/2023	W			\$-116.50
							22-23				4469158		\$-116.50
10E103 2562 4150 00 000000						NBE FOOD PREP RAW FOOD							\$-116.50
NUMBER OF INVOICES: 5												\$1,712.01	
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	11800	0000000000	0623	BNK5	LEGAL FEES-ADMINISTRATION	H	05/15/2023	06/22/2023	A			\$1,976.00
							22-23				222300356		\$1,976.00
80E000 2369 3180 00 000000						TORT FUND LEGAL SERVICES							\$1,976.00
ATTOR													
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	11801	0000000000	0623	BNK5	LEGAL FEES-CIVIL APPEAL	H	05/15/2023	06/22/2023	A			\$4,974.00
							22-23				222300356		\$4,974.00
80E000 2369 3180 00 000000						TORT FUND LEGAL SERVICES							\$4,974.00
ATTOR													
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	11802	0000000000	0623	BNK5	LEGAL FEES-GEN LITIGATION	H	05/15/2023	06/22/2023	A			\$40.00
							22-23				222300356		\$40.00
80E000 2369 3180 00 000000						TORT FUND LEGAL SERVICES							\$40.00
ATTOR													
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	12108	0000000000	0623	BNK5	LEGAL FEES-BUSINESS GENERAL	H	05/15/2023	06/22/2023	A			\$100.00
							22-23				222300356		\$100.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	12108				*****CONTINUED*****						
80E000 2369 3180 00 000000						TORT FUND LEGAL SERVICES						\$100.00
						NUMBER OF INVOICES: 4						\$7,090.00
HAMMIBIL000	HAMMITT, BILL	70.00	0000000000	50	BNK2	BOYS VARSITY	H	04/17/2023	05/31/2023	R		\$70.00
						BASEBALL-4-17-23						
							22-23			104761		\$70.00
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH						\$70.00
HAMMIBIL000	HAMMITT, BILL	70.00	0000000000	50	BNK2	BOYS VARSITY BASEBALL-5-6-23	H	05/06/2023	05/31/2023	S		\$70.00
							22-23			104803		\$70.00
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH						\$70.00
HAMMIBIL000	HAMMITT, BILL	70.00-	0000000000	50	BNK2	BOYS VARSITY	H	05/12/2023	05/31/2023	S		\$70.00
						BASEBALL-5-12-23						
							22-23			104804		\$70.00
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH						\$70.00
						NUMBER OF INVOICES: 3						\$210.00
HARMSHEN000	HARMS, HENRY	120.00	0000000000	50	BNK2	CODE VARSITY TRACK-4-20-23	H	04/23/2023	05/31/2023	R		\$120.00
							22-23			104762		\$120.00
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH NONEM						\$120.00
HARMSHEN000	HARMS, HENRY	120.00	0000000000	50	BNK2	COED JH TRACK-4-25-23	H	04/25/2023	05/31/2023	R		\$120.00
							22-23			104776		\$120.00
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH NONEM						\$120.00
						NUMBER OF INVOICES: 2						\$240.00
HEGGERTY000	HEGGERTY	278829	1252023000	0623	BNK5	PEARCE - TITLE I CURRICULUM	P H	06/01/2023	06/22/2023	R		\$377.36
						& MATERIALS						
							22-23			60232		\$377.36

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
HEGGERTY000	HEGGERTY	278829				*****CONTINUED*****						
100								1.00				\$377.36
10E600 1250 4100 00 000000		TITLE I SM G TITLE I SM INSTRUCTIONAL										\$377.36
HEGGERTY000	HEGGERTY	278829	1252023000	062023	BNK5	PEARCE - TITLE I CURRICULUM & MATERIALS	P	H	06/01/2023	06/20/2023	V	\$377.36
100							22-23			60232		\$377.36
10E600 1250 4100 00 000000		TITLE I SM G TITLE I SM INSTRUCTIONAL						1.00				\$377.36
											NUMBER OF INVOICES: 2	\$0.00
HENRC	001 HENSON ROBINSON CO.	DF671	0000000000	0623	BNK5	JH/HS BLDG-PATCHED SEAM HALLWAY MAIN ENTRANCE	H		06/01/2023	06/22/2023	R	\$364.48
20E301 2542 3230 00 000000						NBHS CARE/UPKEEP REPAIR/MAINT. NONEM	22-23			60233		\$364.48
											NUMBER OF INVOICES: 1	\$364.48
HENRZ	000 HENSON ROBINSON ZOO	529.50	0000000000	50	BNK2	PRE-K ENTRY FEE FOR CLASS TRIP	H		05/10/2023	05/31/2023	R	\$529.50
10E500 1125 3900 00 000000						PRE-K PS OTHER	22-23			104807		\$529.50
											NUMBER OF INVOICES: 1	\$529.50
HOCKIJER000	HOCKING, JERRY	120.00	0000000000	50	BNK2	GIRLS VARSITY SOFTBALL-4-17-23	H		04/17/2023	05/31/2023	R	\$120.00
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH	22-23			104768		\$120.00
HOCKIJER000	HOCKING, JERRY	70.00	0000000000	50	BNK2	OFFICIAL GIRLS V SOFTBALL 5-2-23	H		05/02/2023	05/31/2023	S	\$70.00
							22-23			104788		\$70.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT						
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT								
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT	
HOCKIJER000	HOCKING, JERRY	70.00		*****CONTINUED*****									
10E000 1500 3190 00 000000				INTERSC PGRM OTHER PRO & TECH								\$70.00	
HOCKIJER000	HOCKING, JERRY	70.00	0000000000	50	BNK2	BOYS VARSITY BASEBALL-5-12-23	H	05/12/2023	05/31/2023	R		\$70.00	
10E000 1500 3190 00 000000				INTERSC PGRM OTHER PRO & TECH			22-23			104805		\$70.00	
												\$70.00	
												NUMBER OF INVOICES: 3	\$260.00
HOLLIRON000	HOLLIDAY, RON	120.00	0000000000	50	BNK2	GIRLS VARISTY SOFTBALL	H	04/17/2023	05/31/2023	R		\$120.00	
10E000 1500 3190 00 000000				INTERSC PGRM OTHER PRO & TECH			22-23			104769		\$120.00	
												\$120.00	
												NUMBER OF INVOICES: 1	\$120.00
HOPE SCH000	HOPE SCHOOL (THE)	SINV004697	0000000000	0623	BNK5	TRANS-APR23-	H	05/01/2023	06/22/2023	R		\$240.00	
40E000 2552 3310 00 000000				TRANSP VS PUPIL TRANSP			22-23			60234		\$240.00	
												\$240.00	
												NUMBER OF INVOICES: 1	\$240.00
HUMMERT 000	HUMMERT INTERNATIONAL	172897	3012023009	0623	BNK5	CAPILLAR FERTILIZER 606 DEEP	P H	05/23/2023	06/22/2023	A		\$539.03	
110				ADJUSTMENT AS REQUESTED BY CRAY, KAITLAN			22-23			222300357		\$539.03	
10E301 1117 4100 00 000000				NBHS GENERAL SUPPLIES						1.00		\$539.03	
												NUMBER OF INVOICES: 1	\$539.03
IAVAT 000	IAVAT	320.00	3012023014	50	BNK2	CRAY-IAVAT DUES & AG ENTRY FEES	P H	04/20/2023	05/31/2023	R		\$320.00	
100				CRAY- IAVAT DUES & AG ENTRY FEES			22-23			104797		\$320.00	
										1.00		\$320.00	

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION				LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099						ACCT AMOUNT
IAVAT 000	IAVAT	320.00				*****CONTINUED*****						
	10E301 1117 6400 00 000000					NBHS DUES & FEES						\$320.00
IAVAT 000	IAVAT	325.00	3012023013	50	BNK2	IAVAT CONF REGISTRATION	P H	04/20/2023	05/31/2023	R		\$325.00
	100					CRAY- IAVAT CONF	22-23			104797		\$325.00
	10E305 2213 3320 00 000000					NBHS WORKSHOPS TRAVEL			1.00			\$325.00
NUMBER OF INVOICES: 2											\$645.00	
IDSIGNS 000	ID SIGNS	235070	3012023029	0623	BNK5	75 INVITATIONS	P H	05/16/2023	06/22/2023	A		\$77.78
	100					LANDERS-GOLDEN HONORS SUPPLIES	22-23			222300358		\$77.78
	10E301 1117 4100 00 000000					NBHS GENERAL SUPPLIES			1.00			\$77.78
IDSIGNS 000	ID SIGNS	235100	3012023029	0623	BNK5	150 GOLDEN HONOR PROGRAMS	P H	05/16/2023	06/22/2023	A		\$454.00
	100					LANDERS-GOLDEN HONORS SUPPLIES	22-23			222300358		\$454.00
	10E301 1117 4100 00 000000					NBHS GENERAL SUPPLIES			1.00			\$454.00
IDSIGNS 000	ID SIGNS	235156	0000000000	0623	BNK5	NAME INSERT FOR NEW BOARD	H	05/24/2023	06/22/2023	A		\$20.00
	10E000 2311 4100 00 000000					MEMBER-BISHOFF	22-23			222300358		\$20.00
						SCH BD GEN SUPPLIES						\$20.00
NUMBER OF INVOICES: 3											\$551.78	
ILLDPH 001	ILLINOIS DEPT OF PUBLIC HEALTH	90.00	0112023003	50	BNK2	RENEW VISION AND	P H	05/15/2023	05/31/2023	R		\$60.00
	100					HEARING-JAMI HUESING	22-23			104808		\$60.00
	10E000 2130 3320 00 000000					TRAVEL			1.00			\$60.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								
ILMLR 001	IL MUNICIPAL RETIREMENT	20230615ADIM	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	W	\$3,381.29
							22-23					\$3,381.29
	10L000 4540 0000 00 000000											\$2,068.14
	20L000 4540 0000 00 000000											\$724.55
	40L000 4540 0000 00 000000											\$588.60
ILMLR 001	IL MUNICIPAL RETIREMENT	20230615ADIMV2	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	W	\$634.98
							22-23					\$634.98
	10L000 4540 0000 00 000000											\$256.39
	20L000 4540 0000 00 000000											\$149.09
	40L000 4540 0000 00 000000											\$229.50
ILMLR 001	IL MUNICIPAL RETIREMENT	20230615AFRM	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	W	\$4,959.23
							22-23					\$4,959.23
	50L000 4572 0000 00 000000											\$4,959.23
ILMLR 001	IL MUNICIPAL RETIREMENT	20230615BDIM	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	W	\$-110.53
							22-23					\$-110.53
	20L000 4540 0000 00 000000											\$-110.53
ILMLR 001	IL MUNICIPAL RETIREMENT	20230615BFRM	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	W	\$-162.11
							22-23					\$-162.11
	50L000 4572 0000 00 000000											\$-162.11
NUMBER OF INVOICES: 15												\$22,647.40
ILMP 000	ILMO PRODUCTS CO	01385407	3012023010	0623	BNK5	TANK RENTAL	P	H	05/31/2023	06/22/2023	A	\$19.34
							22-23					\$19.34
	100	CRAY-AG MAINT & REPAIRS							1.00			\$19.34
	10E301 1117 3230 00 000000					NBHS REPAIR & MAINT SERVICES						\$19.34
NUMBER OF INVOICES: 1												\$19.34
ILPA 000	IL. PRINCIPALS ASSOC.	120.00	6032023017	50	BNK2	STUDENT RECOGNITION	P	H	04/28/2023	05/31/2023	R	\$120.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION				LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099						ACCT AMOUNT
INTRS	001	INTERNAL REVENUE SERVICE	20230615CDMED	0000000000	P1	BNK5 Payroll accrual	H	06/15/2023	06/15/2023	W		\$13.45
							22-23			202200708		\$13.45
	10L000	4580 0000 00 000000										\$13.45
INTRS	001	INTERNAL REVENUE SERVICE	20230615CFMED	0000000000	P1	BNK5 Payroll accrual	H	06/15/2023	06/15/2023	W		\$13.45
							22-23			202200708		\$13.45
	50L000	4580 0000 00 000000										\$13.45
NUMBER OF INVOICES: 32											\$87,043.31	
JACKSROB000	JACKSON, ROBERT	70.00	0000000000	50	BNK2	BOYS VARSITY BASEBALL-5-2-23	H	05/02/2023	05/31/2023	R		\$70.00
							22-23			104798		\$70.00
	10E000	1500 3190 00 000000				INTERSC PGRM OTHER PRO & TECH						\$70.00
NUMBER OF INVOICES: 1											\$70.00	
JOHNCFP 000	JOHNSON CONTROLS FIRE PROTECTION L	23517947	0000000000	0623	BNK5	JH/HS BLDG-ANNUAL FIRE ALARM CONTRACT	H	05/10/2023	06/22/2023	R		\$4,024.98
							22-23			60236		\$4,024.98
	20E301	2542 3230 00 000000				NBHS CARE/UPKEEP REPAIR/MAINT.						\$4,024.98
NUMBER OF INVOICES: 1											\$4,024.98	
JOSI	000	JOSTENS INC.	31490019	3012023035	0623	BNK5 DIPLOMA-ROBERT BIESENTHAL	P H	05/15/2023	06/22/2023	A		\$16.70
							22-23			222300360		\$16.70
	100		LLEWELLYN-HS GRAD						1.00			\$16.70
			COVER/DIPLOMAS/AWARDS/PROGRAMS									
	10E301	1117 4100 00 000000				NBHS GENERAL SUPPLIES						\$16.70
JOSI	000	JOSTENS INC.	31500096	3012023035	0623	BNK5 DIPLOMA-EMILY HARTLEY	P H	05/16/2023	06/22/2023	A		\$36.70
							22-23			222300360		\$36.70
	100		LLEWELLYN-HS GRAD						1.00			\$36.70
			COVER/DIPLOMAS/AWARDS/PROGRAMS									
	10E301	1117 4100 00 000000				NBHS GENERAL SUPPLIES						\$36.70

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
JOSI 000	JOSTENS INC.	315560107	2022023022	0623	BNK5	8TH GRADE CERT OF PROMOTION	P	H	05/23/2023	06/22/2023	R	\$35.95
	100	JH DIPLOMAS/COVERS/PROGRAMS					22-23				60237	\$35.95
	10E202 1115 4100 00 000000	NBJH GEN SUPPLIES						1.00				\$35.95
JOSI 000	JOSTENS INC.	31595356	3012023035	0623	BNK5	HS DIPLOMA-TIREY	P	H	05/31/2023	06/22/2023	A	\$16.70
	100	LLEWELLYN-HS GRAD					22-23				222300360	\$16.70
	10E301 1117 4100 00 000000	COVER/DIPLOMAS/AWARDS/PROGRAMS						1.00				\$16.70
		NBHS GENERAL SUPPLIES										\$16.70
JOSI 000	JOSTENS INC.	768800	3012023029	50	BNK2	GOLDEN HONORS MEDALS	P	H	03/28/2023	05/31/2023	R	\$326.54
	100	LANDERS-GOLDEN HONORS SUPPLIES					22-23				104772	\$326.54
	10E301 1117 4100 00 000000	NBHS GENERAL SUPPLIES						1.00				\$326.54
JOSI 000	JOSTENS INC.	N003145856	7002023012	50	BNK2	SENIOR PLAQUES	P	H	04/19/2023	05/31/2023	R	\$213.10
	100	LUCAS- A.D. ATHLETIC SUPPLIES & AWARDS					22-23				104785	\$213.10
	10E000 1500 4100 00 000000	INTERSC PRGM GEN SUPP.						1.00				\$213.10
NUMBER OF INVOICES: 6												\$645.69
KOEHLWES000	KOEHLER, WESLEY	175.00	0000000000	0623	BNK5	WEBSITE SERVICES MONTHLY BILLING	H		06/12/2023	06/22/2023	R	\$175.00
	10E000 2225 3900 00 000000	ADMIN OTHER PURCH. SERVICES NONEM					22-23				60238	\$175.00
NUMBER OF INVOICES: 1												\$175.00
KRONEDOU000	KRONES, DOUG	70.00	0000000000	50	BNK2	BOYS VARSITY BASEBALL-4-20-23	H		04/20/2023	05/31/2023	R	\$70.00
	10E000 1500 3190 00 000000	INTERSC PGRM OTHER PRO & TECH					22-23				104763	\$70.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
NUMBER OF INVOICES: 1												\$70.00
LAKSL 000	LAKESHORE LEARNING MATERIALS	750387060423	1252023000	0623	BNK5	TUB STORAGE AND ALPHABET TEACHING TUB	P	H	06/04/2023	06/22/2023	R	\$358.98
100							22-23			60239		\$358.98
10E600 1250 4100 00 000000		TITLE I SM G TITLE I SM INSTRUCTIONAL							1.00			\$358.98
NUMBER OF INVOICES: 1												\$358.98
LARSOJIL000	LARSON, JILINDA	237.11	0000000000	0623	BNK5	MILEAGE REIMBURSEMENT	H		06/20/2023	06/22/2023	A	\$237.11
10E000 2321 3320 00 000000						SUPINT. OFFICE TRAVEL	22-23			222300361		\$237.11
NUMBER OF INVOICES: 1												\$237.11
LAWARDAR000	LAWARY, DARREN	120.00	0000000000	50	BNK2	GILRS VARSITY SOFTBALL-5-1-23	H		05/01/2023	05/31/2023	S	\$120.00
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH NONEM	22-23			104789		\$120.00
LAWARDAR000	LAWARY, DARREN	70.00	0000000000	50	BNK2	GIRLS VARSITY SOFTBALL-4-20-23	H		04/20/2023	05/31/2023	R	\$70.00
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH NONEM	22-23			104773		\$70.00
LAWARDAR000	LAWARY, DARREN	70.00	0000000000	50	BNK2	GIRLS VARSITY SOFTBALL-5-5-23	H		05/05/2023	05/31/2023	R	\$70.00
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH NONEM	22-23			104799		\$70.00
NUMBER OF INVOICES: 3												\$260.00
LEVIRS 000	LEVI, RAY & SHOUP, INC	297223	0000000000	0623	BNK5	LICENSE TO BACKUP SERVICE	H		06/07/2023	06/22/2023	A	\$409.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
MIDWBS 000	MIDWEST BUS SALES, INC	C050061271:02	0000000000	0623	BNK5	TRANS-CROSSING ARM	H	05/16/2023	06/22/2023	R		\$366.33
							22-23				60244	\$366.33
40E000 2552 4190 00 000000						TRANSP VS PARTS SUPPLIES						\$366.33
MIDWBS 000	MIDWEST BUS SALES, INC	c050061323:01	0000000000	0623	BNK5	TRANS-MIRROR	H	05/18/2023	06/22/2023	R		\$163.16
							22-23				60244	\$163.16
40E000 2552 4190 00 000000						TRANSP VS PARTS SUPPLIES						\$163.16
MIDWBS 000	MIDWEST BUS SALES, INC	C050061344:01	0000000000	0623	BNK5	TRANS-MIRROR	H	05/19/2023	06/22/2023	R		\$-163.16
							22-23				60244	\$-163.16
40E000 2552 4190 00 000000						TRANSP VS PARTS SUPPLIES						\$-163.16
MIDWBS 000	MIDWEST BUS SALES, INC	C050061435:01	0000000000	0623	BNK5	TRANS-LIGHT SEALED,	H	05/24/2023	06/22/2023	R		\$614.64
							22-23				60244	\$614.64
40E000 2552 4190 00 000000						TRANSP VS PARTS SUPPLIES						\$614.64
MIDWBS 000	MIDWEST BUS SALES, INC	C050061435:02	0000000000	0623	BNK5	TRANS-CROSSING ARM BRACKET	H	05/24/2023	06/22/2023	R		\$59.52
							22-23				60244	\$59.52
40E000 2552 4190 00 000000						TRANSP VS PARTS SUPPLIES						\$59.52
NUMBER OF INVOICES: 7											\$3,157.94	
MILLELIS000	MILLER, LISA	50.70	0000000000	0623	BNK5	REFUND LUNCH FEE OVERAGE	H	06/15/2023	06/22/2023	R		\$50.70
							22-23				60245	\$50.70
10R000 1600 0000 00 000000						FS PRE-PAID MEALS						\$50.70
NUMBER OF INVOICES: 1											\$50.70	
MOSELSCO000	MOSELEY, SCOTT	70.00	0000000000	50	BNK2	BOYS VARSITY BASEBALL-5-2-23	H	05/02/2023	05/31/2023	S		\$70.00
							22-23				104790	\$70.00
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH						\$70.00
NUMBER OF INVOICES: 1											\$70.00	
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3399540	3012023047	0623	BNK5	REFUND-3 STUDENTS IN STEP UP	P H	01/03/2023	06/22/2023	A		\$-30.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3399540				*****CONTINUED*****						
						SALES						
	100	MORIS & NEW BAND TEACHER -JH/HS BAND & CHOIR SUPPLIES/SUBSCRIPTION	22-23	1.00		222300364	\$-30.00					\$-30.00
	10E301 1117 4100 00 000000	NBHS GENERAL SUPPLIES					\$-30.00					
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3468554	3012023047	0623	BNK5	SAX CASE	P	H	05/01/2023	06/22/2023	A	\$102.20
	100	MORIS & NEW BAND TEACHER -JH/HS BAND & CHOIR SUPPLIES/SUBSCRIPTION	22-23	1.00		222300364	\$102.20					\$102.20
	10E301 1117 4100 00 000000	NBHS GENERAL SUPPLIES					\$102.20					
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3474192	3012023047	0623	BNK5	HABITS OF SUCCESSFUL BEGINNER BAND	P	H	05/08/2023	06/22/2023	A	\$51.00
	100	MORIS & NEW BAND TEACHER -JH/HS BAND & CHOIR SUPPLIES/SUBSCRIPTION	22-23	1.00		222300364	\$51.00					\$51.00
	10E301 1117 4100 00 000000	NBHS GENERAL SUPPLIES					\$51.00					
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3474693	3012023047	0623	BNK5	HABITS OF A SUCCESSFUL	P	H	05/09/2023	06/22/2023	A	\$51.00
	100	MORIS & NEW BAND TEACHER -JH/HS BAND & CHOIR SUPPLIES/SUBSCRIPTION	22-23	1.00		222300364	\$51.00					\$51.00
	10E301 1117 4100 00 000000	NBHS GENERAL SUPPLIES					\$51.00					
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3474777	3012023047	0623	BNK5	CLEANING/REPAIR, PARTS	P	H	05/09/2023	06/22/2023	A	\$200.50
	100	MORIS & NEW BAND TEACHER -JH/HS BAND & CHOIR SUPPLIES/SUBSCRIPTION	22-23	1.00		222300364	\$200.50					\$200.50
	10E301 1117 4100 00 000000	NBHS GENERAL SUPPLIES					\$200.50					
NUMBER OF INVOICES: 5												\$374.70
MY BINDI000	MY BINDING	SI2728951	1032023301	0623	BNK5	MAXEDON-LAMINATING FILM	P	H	05/15/2023	06/22/2023	A	\$816.22

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
NUMBER OF INVOICES: 1												\$31,773.31
NEWBH 001	NEW BERLIN HIGH SCHOOL	20230601ADCS3	0000000000	P9	BNK5	Payroll accrual	B		06/01/2023	06/01/2023	R	\$273.00
							22-23					\$273.00
10L000 4590 0000 00 000000												\$273.00
NEWBH 001	NEW BERLIN HIGH SCHOOL	20230601BDCS3	0000000000	P9	BNK5	Payroll accrual	B		06/01/2023	06/01/2023	R	\$154.95
							22-23					\$154.95
10L000 4590 0000 00 000000												\$154.95
NEWBH 001	NEW BERLIN HIGH SCHOOL	20230615ADCS3	0000000000	P9	BNK5	Payroll accrual	B		06/15/2023	06/15/2023	R	\$644.70
							22-23					\$644.70
10L000 4590 0000 00 000000												\$644.70
NUMBER OF INVOICES: 3												\$1,072.65
NEWBHSAF000	NEW BERLIN HS ACTIVITY FUND	20.00	0000000000	50	BNK5	USING REGISTRATION CREDIT TO PAY SENIOR CLASS FEE	H		05/15/2023	05/31/2023	R	\$20.00
							22-23				60158	\$20.00
10R000 1811 0000 00 000000						REGISTRATION FEES						\$20.00
NEWBHSAF000	NEW BERLIN HS ACTIVITY FUND	20.00-	0000000000	50	BNK5	USING FS CREDIT TO PAY SENIOR DUES	H		05/15/2023	05/31/2023	R	\$20.00
							22-23				60158	\$20.00
10R000 1600 0000 00 000000						FS PRE-PAID MEALS						\$20.00
NEWBHSAF000	NEW BERLIN HS ACTIVITY FUND	38.00	0000000000	50	BNK5	BURNS VOLLEYBALL BANNER	H		05/03/2023	05/31/2023	R	\$38.00
							22-23				60142	\$38.00
10R000 1999 0000 00 000000						OTHER LOCAL REVENUES						\$38.00
NUMBER OF INVOICES: 3												\$78.00
NEWBW 001	NEW BERLIN WATER & SEWER DPT	0010004900	0000000000	0623	BNK5	JH/HS BLDG- WATER AND SEWER CHARGE 4/27/23 TO 05/27/23	H		06/08/2023	06/22/2023	W	\$2,548.95

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
NEWBW 001	NEW BERLIN WATER & SEWER DPT	0010004900		*****CONTINUED*****								
20E301 2542 3700 00 000000		NBHS WATER SEWER SERVICES	22-23			6234900	\$2,548.95					\$2,548.95
NEWBW 001	NEW BERLIN WATER & SEWER DPT	002049300	0000000000	0623	BNK5	NEW BERLIN ELEMENTARY WATER 4/27/23-5/27/23	H	06/08/2023	06/22/2023	W		\$695.52
20E103 2542 3700 00 000000		NBE CARE/UPKEEP WATER SEWER	22-23			62349300	\$695.52					\$695.52
NUMBER OF INVOICES: 2											\$3,244.47	
OPEN 001	OPEN P.O.	6815-0623-2	3012023029	BMO 0623	BNK5	TARGET-FRAMES FOR CERTIFICATES	P	DH 05/11/2023	06/22/2023	W		\$10.00
100		LANDERS-GOLDEN HONORS SUPPLIES	22-23			202200702	\$10.00					\$10.00
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES				1.00	\$10.00					\$10.00
OPEN 001	OPEN P.O.	6815-0623-2	3012023029	BMO 0623	BNK5	TARGET-FRAMES FOR CERTIFICATES	P	VH 05/11/2023	06/22/2023	W		\$10.00
100		LANDERS-GOLDEN HONORS SUPPLIES	22-23			202200702	\$10.00					\$10.00
10E301 1117 4100 00 000000		NBHS GENERAL SUPPLIES				1.00	\$10.00					\$10.00
NUMBER OF INVOICES: 2											\$0.00	
PARGAGRE000	PARGA, GRETCHEN	56.95	0000000000	0623	BNK5	REFUND LUNCH AND REGISTRATION OVERAGE	H	06/06/2023	06/22/2023	R		\$56.95
10R000 1600 0000 00 000000		FS PRE-PAID MEALS	22-23			60247	\$56.95					\$56.95
10R000 1811 0000 00 000000		REGISTRATION FEES					\$34.00					\$34.00
							\$22.95					\$22.95
NUMBER OF INVOICES: 1											\$56.95	
PFISTDAN000	PFISTER, DANIEL	28.65	0000000000	0623	BNK5	REFUND LUNCH FEE OVERAGE	H	05/31/2023	06/22/2023	R		\$28.65

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT						
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT								
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT	
PFISTDAN000	PFISTER, DANIEL	28.65		*****CONTINUED*****									
10R000 1600 0000 00 000000				FS PRE-PAID MEALS				22-23		60248		\$28.65	
												\$28.65	
												NUMBER OF INVOICES: 1	\$28.65
PIONVB 000	PIONEER VALLEY BOOKS	I252253	1252023000	0623	BNK5	1 INCH SENTENCE STRIP	P	H	06/01/2023	06/22/2023	R	\$15.99	
100								22-23		60249		\$15.99	
10E600 1250 4100 00 000000				TITLE I SM G TITLE I SM INSTRUCTIONAL						1.00		\$15.99	
												\$15.99	
												NUMBER OF INVOICES: 1	\$15.99
PITBO 001	PITNEY BOWES	3106112631	0000000000	0623	BNK5	POSTAGE MACHINE LEASE	H		05/30/2023	06/22/2023	W	\$163.53	
10E305 2410 3250 00 000000								22-23		6239488		\$163.53	
				NBHS PRINCIPAL RENTALS								\$163.53	
												NUMBER OF INVOICES: 1	\$163.53
PORTA HI000	PORTA HIGH SCHOOL	125.00	3012023045	50	BNK2	CONCERT BAND AND JAZZ BAND ENTRY FEE	P	H	04/18/2023	05/31/2023	R	\$125.00	
100				TBD -HS & JH BAND CONTEST DUES & FEES				22-23		104771		\$125.00	
10E301 1117 6400 00 000000				NBHS DUES & FEES						1.00		\$125.00	
												\$125.00	
												NUMBER OF INVOICES: 1	\$125.00
PRAILJ 000	PRAIRIELAND FS, INC- JACKSONVILLE	120021476	0000000000	0623	BNK5	JH/HS BLDG-BULLZEYE	H		06/02/2023	06/22/2023	A	\$293.45	
20E301 2542 4100 00 000000								22-23		222300367		\$293.45	
				NBHS BLDGS GEN SUPPLIES								\$293.45	
												NUMBER OF INVOICES: 1	\$293.45
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	33062	0000000000	0623	BNK5	JH/HS BLDG-LEAK IN WATER	H		05/31/2023	06/22/2023	R	\$293.85	

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	33062				*****CONTINUED*****						
						HEATER ROOM						
							22-23			60250		\$293.85
20E301 2542 3230 00 000000						NBHS CARE/UPKEEP REPAIR/MAINT.						\$293.85
						NUMBER OF INVOICES: 1						\$293.85
PRESENCE000	PRESENCELEARNING. INC	INV60693	0000000000	0623	BNK5	DOCUMENTATION AND PLANNING	H	06/07/2023	06/22/2023	A		\$2,496.00
							22-23			222300368		\$2,496.00
10E000 4120 6000 00 000000						SPECIAL PROGRAMS TUITION						\$2,496.00
						NUMBER OF INVOICES: 1						\$2,496.00
PURT 001	PURITAN SPRING WATER	804099623	0000000000	0623	BNK5	TRANS-WATER	H	05/11/2023	06/22/2023	R		\$21.71
							22-23			60251		\$21.71
40E000 2552 4100 00 000000						TRANSP VS GEN SUPPLIES						\$21.71
PURT 001	PURITAN SPRING WATER	804109108	0000000000	0623	BNK5	HS BLDG-WATER	H	05/25/2023	06/22/2023	R		\$98.19
							22-23			60251		\$98.19
10E301 2410 4100 00 000000												\$98.19
PURT 001	PURITAN SPRING WATER	804115901	0000000000	0623	BNK5	TRANS-WATER	H	06/08/2023	06/22/2023	R		\$26.45
							22-23			60251		\$26.45
40E000 2552 4100 00 000000						TRANSP VS GEN SUPPLIES						\$26.45
PURT 001	PURITAN SPRING WATER	804117678	0000000000	0623	BNK5	DISTRICT OFFICE WATER	H	06/07/2023	06/22/2023	R		\$17.57
							22-23			60251		\$17.57
10E000 2321 4100 00 000000						SUPINT. OFFICE GEN SUPP						\$17.57
						NUMBER OF INVOICES: 4						\$163.92
RANG TIF000	RANG, TIFFANY	35.15	0000000000	0623	BNK5	REFUND LUNCH ACCT OVERAGE	H	05/31/2023	06/22/2023	R		\$35.15
							22-23			60252		\$35.15
10R000 1600 0000 00 000000						FS PRE-PAID MEALS						\$35.15

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
NUMBER OF INVOICES: 1												\$35.15
RECTOJUL000	RECTOR, JULIE	29.10	0000000000	0623	BNK5	REFUND-LUNCH AND REG FEE OVERAGE	H		05/31/2023	06/22/2023	R	\$29.10
10R000	1600 0000 00 000000					FS PRE-PAID MEALS						\$4.10
10R000	1811 0000 00 000000					REGISTRATION FEES						\$25.00
NUMBER OF INVOICES: 1												\$29.10
REPUBLIC000	REPUBLIC SERVICES	0352-002880474	0000000000	0623	BNK5	GARBAGE-DISPOSAL SERVICE	H		05/31/2023	06/22/2023	R	\$1,256.07
	20E103 2542 3210 00 000000					NBE CARE/UPKEEP SANITATION						\$502.43
	20E301 2542 3210 00 000000					NBHS CARE/UPKEEP SANITATION						\$502.43
	40E000 2552 3210 00 000000					TRANS PS SANITATION SERV						\$251.21
NUMBER OF INVOICES: 1												\$1,256.07
REXX BAT000	REXX BATTERY	323050303	0000000000	0623	BNK5	ELEM BLDG-SCRUBBER BATTERY REPLACEMENT	H		05/03/2023	06/22/2023	A	\$205.10
	20E103 2542 4100 00 000000					NBE CARE/UPKEEP GEN SUPPLIES						\$205.10
REXX BAT000	REXX BATTERY	323060222	0000000000	0623	BNK5	JH/HS BLDG-6V GOLF CAR-TROJAN	H		06/02/2023	06/22/2023	A	\$679.80
	20E301 2542 4100 00 000000					NBHS BLDGS GEN SUPPLIES						\$679.80
NUMBER OF INVOICES: 2												\$884.90
RIVECUSD000	RIVERTON CUSD # 14	3000.00	0000000000	0623	BNK5	TRANS-SHARED EXPENSE	H		06/08/2023	06/22/2023	R	\$3,000.00
	40E000 2552 3310 00 000000					TRANSP VS PUPIL TRANSP						\$3,000.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
RUSSESCO000	RUSSELL, SCOTT	70.00--	0000000000	50	BNK2	BOYS VARSITY BASEBALL-5-6-23	H	05/06/2023	05/31/2023	S		\$70.00
							22-23				104793	\$70.00
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH						\$70.00
NUMBER OF INVOICES: 4											\$280.00	
SANDS 001	SANGAMON DIESEL SERVICE	99914	0000000000	0623	BNK5	TRANS-BUS 118 AND #11	H	05/10/2023	06/22/2023	R		\$83.00
							22-23				60259	\$83.00
40E000 2552 3190 00 000000						TRANS PS OTHER PROF SERV						\$83.00
NUMBER OF INVOICES: 1											\$83.00	
SANGMROE000	SANGAMON-MENARD CO. R O E	29-16-0523	0000000000	0623	BNK5	FINGERPRINT/BACKGROUND-TODD AMANDA KRISTY	H	06/05/2023	06/22/2023	R		\$138.00
							22-23				60260	\$138.00
10E000 2311 6400 00 000000						SCH BD DUES & FEES						\$138.00
NUMBER OF INVOICES: 1											\$138.00	
SASEDLF 000	SASED LUNCH FUND	LUNCH-MAY/JUNE	0000000000	0623	BNK5	STUDENT LUNCH PROGRAM	H	06/09/2023	06/22/2023	R		\$383.00
							22-23				60261	\$383.00
10E301 2562 4150 00 000000						NBHS FOOD RAW FOOD						\$383.00
NUMBER OF INVOICES: 1											\$383.00	
SCHOOL S001	SCHOOL SPECIALTY LLC	208132002237	1032023293	061523	BNK5	CONSTRUCTION PAPER AND DR ERASE	P H	03/09/2023	06/15/2023	V		\$338.71
							22-23				60121	\$338.71
100		MAXEDON- TEACHER SUPPLIES/CONSUMABLES/AWARDS						1.00				\$338.71
10E103 1113 4100 00 000000						NBE SM GENERAL SUPPLIES						\$338.71
SCHOOL S001	SCHOOL SPECIALTY LLC	208132002237	1032023293	061523	BNK5	CONSTRUCTION PAPER AND DR ERASE	P H	03/09/2023	06/15/2023	R		\$338.71

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
SCHOOL S001	SCHOOL SPECIALTY LLC	208132002237		*****CONTINUED*****								
100		MAXEDON- TEACHER					22-23			60222		\$338.71
		SUPPLIES/CONSUMABLES/AWARDS						1.00				\$338.71
10E103 1113 4100 00 000000		NBE SM GENERAL SUPPLIES										\$338.71
NUMBER OF INVOICES: 2											\$0.00	
SCHOOMT 000	SCHOOL MATE	IN000590773	1032023291	0623	BNK5	MAXEDON STUDENT PLANNERS	P	H	05/04/2023	06/22/2023	R	\$470.85
100		MAXEDON- STUDENT PLANNERS					22-23			60262		\$470.85
								1.00				\$470.85
10E103 1113 4100 00 000000		NBE SM GENERAL SUPPLIES										\$470.85
NUMBER OF INVOICES: 1											\$470.85	
SECRETAR000	SECRETARY OF STATE - ILLINOIS	4.00	0000000000	50	BNK5	TRANS-PERMIT STEPHENS	DH		05/04/2023	05/31/2023	W	\$4.00
							22-23			202200576		\$4.00
40E000 2552 3190 00 000000		TRANS PS OTHER PROF SERV										\$4.00
SECRETAR000	SECRETARY OF STATE - ILLINOIS	4.00	0000000000	50	BNK2	TRANS-PERMIT STEPHENS	H		05/04/2023	05/31/2023	W	\$4.00
							22-23			202200577		\$4.00
40E000 2552 3190 00 000000		TRANS PS OTHER PROF SERV										\$4.00
SECRETAR000	SECRETARY OF STATE - ILLINOIS	4.00	0000000000	50	BNK5	TRANS-PERMIT STEPHENS	VH		05/04/2023	05/31/2023	W	\$4.00
							22-23			202200576		\$4.00
40E000 2552 3190 00 000000		TRANS PS OTHER PROF SERV										\$4.00
SECRETAR000	SECRETARY OF STATE - ILLINOIS	4.00	0000000000	50	BNK2	TRANS-PERMIT STEPHENS	H		05/04/2023	05/31/2023	R	\$4.00
							22-23			104802		\$4.00
40E000 2552 3190 00 000000		TRANS PS OTHER PROF SERV										\$4.00
NUMBER OF INVOICES: 4											\$8.00	
SENIC 001	SENTINEL INSECT CONTROL	315228	0000000000	0623	BNK5	JH/HS BLDG-PEST CONTROL	H		06/01/2023	06/22/2023	R	\$76.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
SENIC 001	SENTINEL INSECT CONTROL	315228				*****CONTINUED*****						
	20E301 2542 3210 00 000000					NBHS CARE/UPKEEP SANITATION	22-23			60263		\$76.00
												\$76.00
SENIC 001	SENTINEL INSECT CONTROL	315229	0000000000	0623	BNK5	ELEM BLDG-PEST CONTROL	H	06/01/2023	06/22/2023	R		\$46.00
	20E103 2542 3210 00 000000					NBE CARE/UPKEEP SANITATION	22-23			60263		\$46.00
												\$46.00
						NUMBER OF INVOICES: 2						\$122.00
SHELETRI000	SHELEY, TRISHA	10.80	0000000000	0623	BNK5	REFUND-LUNCH FEE OVERAGE	H	05/31/2023	06/22/2023	R		\$10.80
	10R000 1600 0000 00 000000					FS PRE-PAID MEALS	22-23			60264		\$10.80
												\$10.80
						NUMBER OF INVOICES: 1						\$10.80
SHERRMAR000	SHERROD, MARCUS	120.00	0000000000	50	BNK2	GIRLS VARSITY SOFTBALL-5-1-23	H	05/01/2023	05/31/2023	S		\$120.00
	10E000 1500 3190 00 000000					INTERSC PGRM OTHER PRO & TECH	22-23			104794		\$120.00
												\$120.00
SHERRMAR000	SHERROD, MARCUS	70.00	0000000000	50	BNK2	GIRLS VARSITY SOFTBALL-4-20-23	H	04/20/2023	05/31/2023	R		\$70.00
	10E000 1500 3190 00 000000					INTERSC PGRM OTHER PRO & TECH	22-23			104774		\$70.00
												\$70.00
SHERRMAR000	SHERROD, MARCUS	70.00	0000000000	50	BNK2	GIRLS VARSITY SOFTBALL-5-5-23	H	05/05/2023	05/31/2023	R		\$70.00
	10E000 1500 3190 00 000000					INTERSC PGRM OTHER PRO & TECH	22-23			104800		\$70.00
												\$70.00
						NUMBER OF INVOICES: 3						\$260.00
SHERW 001	SHERWIN-WILLIAMS	0426-5	0000000000	0623	BNK5	PAINT-WHITE BLACK BLUE	H	06/06/2023	06/22/2023	R		\$1,169.81

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
SHERW 001	SHERWIN-WILLIAMS	0426-5		*****CONTINUED*****								
				MAGENTA								
							22-23			60265		\$1,169.81
20E301 2542 4100 00 000000				NBHS BLDGS GEN SUPPLIES								\$1,169.81
SHERW 001	SHERWIN-WILLIAMS	3003-5	0000000000	0623	BNK5	JH/HS BLDG-PAINT	H	06/14/2023	06/22/2023	R		\$59.78
							22-23			60265		\$59.78
20E301 2542 4100 00 000000				NBHS BLDGS GEN SUPPLIES								\$59.78
NUMBER OF INVOICES: 2												\$1,229.59
SHRESSWE000	SHRESTHA, SWETA	175.00	0000000000	0623	BNK5	REFUND LUNCH AND REGISTRATION OVERAGE	H	06/07/2023	06/22/2023	R		\$175.00
							22-23			60266		\$175.00
10R000 1600 0000 00 000000				FS PRE-PAID MEALS								\$100.00
10R000 1811 0000 00 000000				REGISTRATION FEES								\$75.00
NUMBER OF INVOICES: 1												\$175.00
SKYUG 000	SKYWARD USER'S GROUP, NFP	350.00	0000000000	0623	BNK5	USER GROUP ANNUAL DUES	H	05/12/2023	06/22/2023	R		\$350.00
							22-23			60267		\$350.00
10E000 2520 3900 00 000000				FS OTHER PURCH. SERVICES								\$350.00
NUMBER OF INVOICES: 1												\$350.00
SMETTJAC000	SMETTERS, JACOB	100.00	3012023048	50	BNK2	PLAYED PIANO FOR CONCERT	P H	05/16/2023	05/31/2023	R		\$100.00
							22-23			104809		\$100.00
100		TBDL-BAND ACCOMPANIST								1.00		\$100.00
10E301 1117 3900 00 000000				NBHS OTHER PURCHASED SERVICES								\$100.00
NUMBER OF INVOICES: 1												\$100.00
SMITHROD000	SMITH, RODNEY	120.00	0000000000	50	BNK2	BOYS VARSITY BASEBALL-4-22-23	H	04/22/2023	05/31/2023	R		\$120.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT	
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT	REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099				ACCT AMOUNT					
SMITHROD000	SMITH, RODNEY	120.00	*****CONTINUED*****										
10E000 1500 3190 00 000000			INTERSC PGRM OTHER PRO & TECH	OTHER									\$120.00
							22-23			104765		\$120.00	
							NUMBER OF INVOICES: 1						\$120.00
SOUCP 001	SOUTH COUNTY PUBLICATIONS, LTD	21465	0000000000	0623	BNK5	AD-EMPLOYMENT AD	H	05/11/2023	06/22/2023	A		\$16.00	
10E000 2311 3500 00 000000			SCH BD ADVERTISING				22-23			222300370		\$16.00	
												\$16.00	
							NUMBER OF INVOICES: 2						\$34.60
SOUCP 001	SOUTH COUNTY PUBLICATIONS, LTD	21491	0000000000	0623	BNK5	LEGAL-TENTATIVE BUDGET NOTICE	H	05/25/2023	06/22/2023	A		\$18.60	
10E000 2311 3500 00 000000			SCH BD ADVERTISING				22-23			222300370		\$18.60	
												\$18.60	
							NUMBER OF INVOICES: 1						\$18.77
SPRINT -000	SPRINT - TMOBILE	464593457-043	0000000000	0623	BNK5	COMMUNICATION FOR CAFE	H	05/30/2023	06/22/2023	W		\$18.77	
20E000 2542 3400 00 000000			OPS MAINT. UPKEEP BLDG COMMUN.				22-23			34570623		\$18.77	
												\$18.77	
							NUMBER OF INVOICES: 1						\$18.77
STOCKJAS000	STOCKTON, JASON	4500.00	0000000000	50	BNK2	CONCRETE SOFTBALL BATTING CAGE	H	04/25/2023	05/31/2023	R		\$4,500.00	
20E301 2542 3230 00 000000			NBHS CARE/UPKEEP REPAIR/MAINT. NONEM				22-23			104775		\$4,500.00	
												\$4,500.00	
							NUMBER OF INVOICES: 1						\$4,500.00
SULLIANN000	SULLIVAN, ANN MARIE	92.80	0000000000	0623	BNK5	REFUND REGISTRATION OVERAGE	H	06/06/2023	06/22/2023	R		\$92.80	
10R000 1811 0000 00 000000			REGISTRATION FEES				22-23			60268		\$92.80	
												\$92.80	

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION				DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION					LQ	QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099						ACCT AMOUNT
THIS	001 THIS	20230601ADT88SS	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W		\$75.33
	10L000 4511 0000 00 000000						22-23			202200686		\$75.33
												\$75.33
THIS	001 THIS	20230601ADT88TA	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W		\$135.96
	10L000 4511 0000 00 000000						22-23			202200686		\$135.96
												\$135.96
THIS	001 THIS	20230601ADT92SU	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W		\$106.77
	10L000 4511 0000 00 000000						22-23			202200686		\$106.77
												\$106.77
THIS	001 THIS	20230601AFT66AJ	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W		\$0.00
	10L000 4510 0000 00 000000						22-23			202200686		\$0.00
												\$0.00
THIS	001 THIS	20230601AFT66EE	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W		\$1,166.87
	10L000 4510 0000 00 000000						22-23			202200686		\$1,166.87
												\$1,166.87
THIS	001 THIS	20230601AFT66SB	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W		\$26.65
	10L000 4510 0000 00 000000						22-23			202200686		\$26.65
												\$26.65
THIS	001 THIS	20230601AFT66SS	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W		\$56.10
	10L000 4510 0000 00 000000						22-23			202200686		\$56.10
												\$56.10
THIS	001 THIS	20230601AFT66TA	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W		\$101.22
	10L000 4510 0000 00 000000						22-23			202200686		\$101.22
												\$101.22
THIS	001 THIS	20230601AFT69SU	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W		\$79.49
							22-23			202200686		\$79.49

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION				DISC AMT	ADJUSTMENT DESCRIPTION			ADJ AMT	CHECK NBR	INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION					LQ	QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099						ACCT AMOUNT
TRS	001	TRS STATE OF ILLINOIS	20230601AFT58AJ	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W	\$0.00
		10L000 4510 0000 00 000000						22-23		202200687		\$0.00
												\$0.00
TRS	001	TRS STATE OF ILLINOIS	20230601AFT58EE	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W	\$1,010.14
		10L000 4510 0000 00 000000						22-23		202200687		\$1,010.14
												\$1,010.14
TRS	001	TRS STATE OF ILLINOIS	20230601AFT58SB	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W	\$22.48
		10L000 4510 0000 00 000000						22-23		202200687		\$22.48
												\$22.48
TRS	001	TRS STATE OF ILLINOIS	20230601AFT58SS	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W	\$48.55
		10L000 4510 0000 00 000000						22-23		202200687		\$48.55
												\$48.55
TRS	001	TRS STATE OF ILLINOIS	20230601AFT58SU	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W	\$68.81
		10L000 4510 0000 00 000000						22-23		202200687		\$68.81
												\$68.81
TRS	001	TRS STATE OF ILLINOIS	20230601AFT58TA	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W	\$87.63
		10L000 4510 0000 00 000000						22-23		202200687		\$87.63
												\$87.63
TRS	001	TRS STATE OF ILLINOIS	20230601AFT94AJ	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W	\$0.00
		10L000 4510 0000 00 000000						22-23		202200687		\$0.00
												\$0.00
TRS	001	TRS STATE OF ILLINOIS	20230601AFT94EE	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W	\$15,676.05
		10L000 4510 0000 00 000000						22-23		202200687		\$15,676.05
												\$15,676.05
TRS	001	TRS STATE OF ILLINOIS	20230601AFT94SS	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W	\$753.27
								22-23		202200687		\$753.27

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION				LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099						ACCT AMOUNT
TRS	001 TRS STATE OF ILLINOIS	20230615BFT58EE				*****CONTINUED*****						\$0.00
	10L000 4510 0000 00 000000											
TRS	001 TRS STATE OF ILLINOIS	20230615BFT94EE	0000000000	P1	BNK5	Payroll accrual	H	06/15/2023	06/15/2023	W		\$0.00
	10L000 4510 0000 00 000000						22-23			202200710		\$0.00
												\$0.00
NUMBER OF INVOICES: 28											\$41,620.71	
TRSSO	001 TRS STATE OF ILLINOIS	20230601ADSSPA	0000000000	P1	BNK5	Payroll accrual	H	06/01/2023	06/01/2023	W		\$650.00
	10L000 4590 0000 00 000000						22-23			202200688		\$650.00
												\$650.00
TRSSO	001 TRS STATE OF ILLINOIS	20230615ADSSPA	0000000000	P1	BNK5	Payroll accrual	H	06/15/2023	06/15/2023	W		\$650.00
	10L000 4590 0000 00 000000						22-23			202200711		\$650.00
												\$650.00
NUMBER OF INVOICES: 2											\$1,300.00	
TRUCI	001 TRUCK CENTERS, INC.	F120318033:01	0000000000	0623	BNK5	TRANS-FILTER	H	06/06/2023	06/22/2023	R		\$642.16
	40E000 2552 4190 00 000000					TRANSP VS PARTS SUPPLIES	22-23			60271		\$642.16
												\$642.16
TRUCI	001 TRUCK CENTERS, INC.	F120318059:01	0000000000	0623	BNK5	TRANS-SHOCK ABSORBER	H	06/06/2023	06/22/2023	R		\$105.78
	40E000 2552 4190 00 000000					TRANSP VS PARTS SUPPLIES	22-23			60271		\$105.78
												\$105.78
TRUCI	001 TRUCK CENTERS, INC.	F120318517:01	0000000000	0623	BNK5	TRANS-BELT 8 RIB	H	06/09/2023	06/22/2023	R		\$35.63
	40E000 2552 4190 00 000000					TRANSP VS PARTS SUPPLIES	22-23			60271		\$35.63
												\$35.63
NUMBER OF INVOICES: 3											\$783.57	
TRUG	001 TRUGREEN CHEMLAWN # 2751	175497260	0000000000	50	BNK2	JH/HS BLDG-LAWN SERVICE	H	05/15/2023	06/22/2023	R		\$95.74

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
TRUG 001	TRUGREEN CHEMLAWN # 2751	175497260				*****CONTINUED*****						
	20E301 2542 3230 00 000000					NBHS CARE/UPKEEP REPAIR/MAINT.	22-23			104814		\$95.74
												\$95.74
						NUMBER OF INVOICES: 1						\$95.74
US BANK 005	US BANK EQUIPMENT FINANCE	502598949	0000000000	0623	BNK5	TRANS-COPIER LEASE	H		06/08/2023	06/22/2023	R	\$75.73
	40E000 2552 3250 00 000000					TRANS PS RENTALS	22-23					\$75.73
						NUMBER OF INVOICES: 1						\$75.73
WELLMCOR000	WELLMAN, CORY	92.20	0000000000	0623	BNK5	REFUND LUNCH AND REGISTRATION OVERAGE	H		06/06/2023	06/22/2023	R	\$92.20
	10R000 1600 0000 00 000000					FS PRE-PAID MEALS	22-23					\$92.20
	10R000 1811 0000 00 000000					REGISTRATION FEES						\$57.20
						NUMBER OF INVOICES: 1						\$92.20
WELLMLS 000	WELLMAN'S LAWN CARE, LLC	29983	0000000000	0623	BNK5	MONTHLY CONTRACT-PYMNT 4	H		06/01/2023	06/22/2023	A	\$2,687.00
	20E103 2542 3230 00 000000					NBE CARE/UPKEEP REPAIR MAINT. NONEM	22-23			222300371		\$2,687.00
	20E301 2542 3230 00 000000					NBHS CARE/UPKEEP REPAIR/MAINT. NONEM						\$1,343.50
						NUMBER OF INVOICES: 2						\$3,037.00
WELLMLS 000	WELLMAN'S LAWN CARE, LLC	29984	0000000000	0623	BNK5	WEEKLY SERVICE	H		06/01/2023	06/22/2023	A	\$350.00
	20E103 2542 3230 00 000000					NBE CARE/UPKEEP REPAIR MAINT. NONEM	22-23			222300371		\$350.00
	20E301 2542 3230 00 000000					NBHS CARE/UPKEEP REPAIR/MAINT. NONEM						\$175.00
						NUMBER OF INVOICES: 2						\$175.00
WELLSF 000	WELLS FARGO VENDOR FIN SERV	5025238495	0000000000	0623	BNK5	COPIER LEASE 06/09/23-07/08/23	H		05/24/2023	06/22/2023	W	\$1,113.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT					
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099									ACCT AMOUNT
WELLSF 000	WELLS FARGO VENDOR FIN SERV	5025238495				*****CONTINUED*****						
							22-23			6234801		\$1,113.00
	10E000 2321 3250 00 000000					SUPINT. OFFICE RENTALS						\$58.77
	10E000 2520 3250 00 000000					FS RENTALS						\$58.77
	10E103 1113 3250 00 000000					NBE RENTALS						\$367.79
	10E103 2410 3250 00 000000					NBE PRINCIPAL RENTALS						\$114.82
	10E202 1115 3250 00 000000					NBJH RENTALS						\$132.69
	10E202 2410 3250 00 000000					NBJH PRINCIPAL RENTALS						\$114.82
	10E301 1117 3250 00 000000					NBHS RENTALS						\$132.69
	10E305 2410 3250 00 000000					NBHS PRINCIPAL RENTALS						\$132.65
						NUMBER OF INVOICES: 1						\$1,113.00
WILEYMIC000	WILEY, MICHAEL	70.00	0000000000	50	BNK2	BOYS VARSITY BASEBALL-5-4-23	H	05/04/2023	05/31/2023	S		\$70.00
							22-23			104795		\$70.00
	10E000 1500 3190 00 000000					INTERSC PGRM OTHER PRO & TECH						\$70.00
						NUMBER OF INVOICES: 1						\$70.00
WILLIRAC000	WILLIAMS, RACHELLE	145.00	0000000000	0623	BNK5	REFUND-REG FEE OVERAGE	H	05/31/2023	06/22/2023	R		\$145.00
							22-23			60274		\$145.00
	10R000 1811 0000 00 000000					REGISTRATION FEES						\$145.00
						NUMBER OF INVOICES: 1						\$145.00
WILLVSD 000	WILLIAMSVILLE CUSD # 15	3000.00	0000000000	0623	BNK5	TECH-EARTHCAM CONSTRUCTION CAMERA	H	05/18/2023	06/22/2023	R		\$3,000.00
							22-23			60275		\$3,000.00
	10E000 2225 5400 00 000000					TECH EQUIPMENT						\$3,000.00
						NUMBER OF INVOICES: 1						\$3,000.00
WILSOLIN001	WILSON, LINDA	100.00	0000000000	50	BNK2	GILRS VARSITY SOFTBALL-4-29-23	H	04/29/2023	05/31/2023	R		\$100.00

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT		
ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION	DISC AMT	ADJUSTMENT DESCRIPTION	FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT							
REF	CATALOG	DESCRIPTION	LQ	QTY	LINE AMOUNT									
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099			ACCT AMOUNT								
WILSOLIN001	WILSON, LINDA	100.00		*****CONTINUED*****										
10E000 1500 3190 00 000000				INTERSC PGRM OTHER PRO & TECH			22-23			104783		\$100.00		
												\$100.00		
WILSOLIN001	WILSON, LINDA	120.00	0000000000	50	BNK2	GIRLS VARSITY SOFTBALL-4-21-23	H	04/21/2023	05/31/2023	R		\$120.00		
10E000 1500 3190 00 000000						INTERSC PGRM OTHER PRO & TECH	22-23			104767		\$120.00		
												\$120.00		
NUMBER OF INVOICES:											2	\$220.00		
TOTAL NUMBER OF BATCH INVOICES:											49	\$31,794.37		
TOTAL NUMBER OF HISTORY INVOICES:											531	\$415,593.41		
											52 ACH CHECK INVOICES	\$133,174.04		
											142 COMPUTER CHECK INVOICES	\$56,801.43		
											4 VOID CHECK INVOICES	\$-3,679.20		
											382 WIRE TRAN CHECK INVOICES	\$261,091.51		
TOTAL INVOICES:											580	\$447,387.78		
BANK TOTALS:											BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT
											BNK2	**A000 1050 0000 00 000000	\$12,224.28	\$12,224.28
											BNK5	**A000 1010 0000 00 000000	\$435,163.50	\$435,163.50

LIQUIDATION STATUS (LQ) CODE LEGEND:
L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING
P = PARTIAL LIQUIDATION F = FULL LIQUIDATION
BLANK = NO LIQUIDATION

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

Check Dates 05/19/2023 through 06/22/2023 - Check Number

EMPLOYEE NAME	EMP	CHECK	CONTRACT	OTHER	TAXABLE	FED TAX	FED TAX	FEDERAL	STATE	SOC SEC	OTHER REIMBURSE	TAXABLE	NET		
	TYPE	NUMBER	T	PAY	+ PAY	+ BENS	- SHELTER	= GROSS	- TAX	- TAX	- TAX	- DEDS	+ DEDS	- BENS	= PAY
CHRISTOPHER CANSLER	CAF	000060203	R		144.69		6.51	138.18		6.84	11.07				120.27
JAMIE M HULETT	AIDE	000060205	R		1,283.29		80.90	1,202.39	68.40	52.30	96.40				985.29
LAUREN F HULETT	AIDE	000060206	R		1,194.83		67.26	1,127.57	88.09	55.81	72.58				911.09
ZACHARY J PEECHER	BLD	000060207	R	1,487.50	2.68		114.13	1,376.05	129.71	68.11	110.40	36.45			1,031.38
LAUREN F HULETT	AIDE	000060209	R		600.00		50.15	549.85	25.82	27.22	44.12				452.69
JAMIE M HULETT	AIDE	000060219	R		493.90		22.23	471.67		16.13	37.78				417.76
LAUREN F HULETT	AIDE	000060220	R		456.69		20.55	436.14	14.45	21.59	34.93				365.17
ZACHARY J PEECHER	BLD	000060221	R	1,487.50			114.01	1,373.49	129.40	67.99	110.20	36.45			1,029.45
KENNETH HILL	TRN	900066621	R		1,122.80		50.53	1,072.27	30.28	53.08	85.89				903.02
DONALD R EDWARDS	SSO	900066622	R		454.50			454.50	56.98	22.50	34.77				340.25
ANDREW J BALL	BLD	900066624	R	1,226.67			88.67	1,138.00	58.14	50.92	91.28				937.66
RACHELLE M BANDELOW	AIDE	900066625	R		1,249.60		56.23	1,193.37	37.11	59.07	95.60				1,001.59
BROOKE R BRUMMETT	AIDE	900066632	R		1,075.95		73.42	1,002.53		49.63	82.31				870.59
MICHAEL CHEEK	BLD	900066633	R	1,212.75	0.32		54.59	1,158.48	16.48	57.34	92.80	78.65			913.21
HORACE RICH CLARK IV	DIRBL	900066634	R	2,456.25			387.48	2,068.77	155.92	102.40	185.51	46.30			1,578.64
TRAVIS L CREASEY	BLD	900066637	R	1,312.50			92.53	1,219.97	67.98	60.39	97.85	23.40			970.35
KEVIN M. CUMMINS	TECH	900066638	R	3,636.86			163.66	3,473.20	541.62	155.68	278.22	32.00			2,465.68
JOELLEN DANENBERGER	SEC	900066639	R		1,335.17		118.53	1,216.64	135.58	60.22	97.67	22.00			901.17
DALTON J DAWDY	CAF	900066642	R		388.96		17.50	371.46	7.98	18.39	29.76				315.33
THOMAS A HARTLEY	AIDE	900066645	R		1,418.10		118.76	1,299.34	52.99	42.66	104.29				1,099.40
ANGELA M JOHNSON	CAF	900066651	R		2,151.47		119.97	2,031.50	120.93	100.56	162.82				1,647.19
KIMBERLY S. JONES	AIDE	900066652	R		1,747.49		101.79	1,645.70	82.35	81.46	131.91	8.00			1,341.98
VINCENT E KING	BLD	900066655	R	1,334.17	0.48		96.63	1,238.02	62.14	61.28	99.30	12.00			1,003.30
KELSIE L KNOX	AIDE	900066656	R		1,054.15		42.31	1,011.84		35.65	71.60				904.59
TRUDY L KUNZ	CAF	900066657	R		493.87		22.22	471.65		23.35	37.78				410.52
MORGAN M LONERGAN	AIDE	900066659	R		1,311.02		216.90	1,094.12	32.47	54.16	88.21				919.28
ANGELA M. MARR	SEC	900066663	R		1,198.35		722.93	475.42		23.53	40.50				411.39
SAMANTHA MARTIN	AIDE	900066664	R		1,160.46		70.11	1,090.35	32.09	46.75	87.41	-17.89			941.99
DANIELLE R MENSER	AIDE	900066669	R		1,285.05		196.83	1,088.22	83.36	53.87	93.58	57.97			799.44
NICHOLAS R. MORRISON	AIDE	900066670	R		1,271.41		80.36	1,191.05	95.70	58.96	95.49	188.18			752.72
BRIAN K. NICKELSON	BLD	900066671	R	1,487.50	6.69		87.70	1,406.49	111.86	64.21	112.74	171.86			945.82
HEATHER R PIDCOCK	DIRFS	900066675	R	1,895.83			188.26	1,707.57		84.52	137.16	23.53			1,462.36
AMANDA J ROBINSON	AIDE	900066677	R		955.05		216.69	738.36		36.55	59.77				642.04
NICOLE R RUOT	AIDE	900066678	R		703.30		31.65	671.65		33.25	53.80				584.60
BRETT A RUPPEL	BLD	900066680	R	1,250.00	-0.75		92.79	1,156.46	60.36	51.83	92.77				951.50

Check Dates 05/19/2023 through 06/22/2023 - Check Number

EMPLOYEE NAME	EMP	CHECK	CONTRACT	OTHER	TAXABLE	FED TAX	FED TAX	FEDERAL	STATE	SOC SEC	OTHER REIMBURSE	TAXABLE	NET		
	TYPE	NUMBER	T	PAY	+ PAY	+ BENS	- SHELTER	= GROSS	- TAX	- TAX	- TAX	- DEDS	+ DEDS	- BENS	= PAY
ANDREA L STONE	AIDE	900066685	R		1,305.02		58.73	1,246.29	47.69	61.69	99.83				1,037.08
WHITNEY R SUTERA	AIDE	900066686	R		1,216.57		247.34	969.23	14.70	47.98	78.34				828.21
ALEXANDRA THOMSEN	AIDE	900066688	R		1,013.85		45.62	968.23	19.88	47.93	77.56				822.86
McKENZIE WARD	AIDE	900066689	R		1,101.71		67.47	1,034.24	56.48	51.19	82.92	-6.38			850.03
ELYSE M COPELIN	AIDE	900066696	R		1,203.70		106.12	1,097.58	32.81	54.33	92.08				918.36
		900066696	Q		-1,203.70		-106.12	-1,097.58	-32.81	-54.33	-92.08				-918.36
REBECCA CURRY	AIDE	900066697	R		1,239.41		163.71	1,075.70	25.35	53.25	86.56				910.54
DANIEL HIRST	BLD	900066703	R	1,312.50			91.69	1,220.81	68.08	55.02	97.91	8.03			991.77
KATHRYN L LOGSDON	SEC	900066705	R		1,043.25		95.71	947.54		46.90	76.08				824.56
LUANNE M. LOVING	AIDE	900066706	R		1,624.93		65.14	1,559.79	112.62	69.99	124.31				1,252.87
ZACH REUSCHEL	AIDE	900066711	R		1,152.90		91.25	1,061.65	29.22	52.55	85.19	-17.89			912.58
JENNIFER M SPANN	SEC	900066713	R		1,625.63		325.66	1,299.97	108.80	64.35	105.04	18.28			1,003.50
BREANNA L WOODS	AIDE	900066716	R		1,182.82		80.51	1,102.31		40.13	88.40				973.78
SHERRY V BEHL	CAF	900066719	R		760.76		34.23	726.53	19.60	35.96	58.20				612.77
HEATHER J BROWN	CAF	900066721	R		960.30		107.09	853.21	8.38	35.01	68.58				741.24
MATT BROWN	DIRBL	900066722	R	2,187.50			117.65	2,069.85	341.57	122.46	165.87				1,439.95
TASHA L CREASEY	BLD	900066724	R	1,216.20	6.14		211.11	1,011.23	43.41	50.06	81.57	23.40			812.79
CASSIE A. DORSEY	ATHTR	900066725	R	1,929.67	137.28		146.28	1,920.67	152.06	89.66	154.05	104.70			1,420.20
BRITTANY L LANE	BLD	900066732	R	1,193.69	808.59		128.94	1,873.34	139.99	92.73	150.20	1035.20			455.22
JANICE A. McCANN	BLD	900066738	R	2,039.17			145.24	1,893.93	191.85	93.75	151.90				1,456.43
CATHERINE A. MILLS	SEC	900066741	R		1,544.32		244.15	1,300.17	108.80	64.36	104.78	26.84			995.39
DINA G PEECHER	SEC	900066743	R		1,131.11		143.72	987.39	21.79	48.88	79.43				837.29
LINDSEY PRATHER	AIDE	900066744	R	329.70	1,031.47		61.25	1,299.92		64.35	104.13				1,131.44
JAMES R SPIELMAN	BLD	900066749	R	1,334.17			108.88	1,225.29	111.62	60.65	98.33	217.16			737.53
DARRIN R. CUMMINGS	SSO	900066756	R		2,423.93		109.08	2,314.85	230.56	114.59	185.43	121.20			1,663.07
EARL GREEN	AIDE	900066757	R		1,156.80		18.88	1,137.92	36.85	56.33	29.90				1,014.84
CYNTHIA D MOORE	DOS	900066763	R	1,515.21	24.52		144.29	1,395.44	77.88	69.07	117.79	96.36			1,034.34
LORI NIEMEIER	DIR	900066765	R	4,591.46			438.96	4,152.50	591.07	205.55	339.21	450.00			2,566.67
LARRY R PIOTROWSKI	SSO	900066767	R		2,266.68		75.46	2,191.22	190.23	108.46	126.55				1,765.98
DENISE TALBERT	DOS	900066773	R	1,531.25	210.00		138.72	1,602.53	113.89	79.33	128.59	145.63			1,135.09
TERRI L VAN TINE	DOS	900066774	R	1,206.05			70.38	1,135.67	107.86	56.22	91.03	60.30			820.26
THOMAS J WILSEY	TECHA	900066776	R	1,192.00	6.38		53.93	1,144.45	58.92	56.65	91.68	100.00			837.20
NITA RAYE GONDEK	TRN	900066777	R		797.39			797.39	50.57	39.47	61.00				646.35
MARK A. BALLENGER	TRN	900066778	R		1,618.48		72.83	1,545.65	271.44	69.29	123.82				1,081.10
ROBERT BARTH	TRN	900066779	R		874.82		39.37	835.45	94.65	41.35	66.92				632.53

Check Dates 05/19/2023 through 06/22/2023 - Check Number

EMPLOYEE NAME	EMP TYPE	CHECK NUMBER	T	CONTRACT PAY	OTHER + PAY	TAXABLE + BENS	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER REIMBURSE - DEDS	TAXABLE + DEDS	TAXABLE - BENS	NET = PAY
JASON E. CRAIN	TRN	900066780	R		1,157.05			1,157.05	14.59	77.27	88.52				976.67
EVA ELY	TRMON	900066781	R		1,037.62		46.69	990.93	112.15	49.05	79.38				750.35
BRIAN L FOX	TRN	900066782	R		1,126.49		50.69	1,075.80	81.87	53.25	86.17				854.51
RYLEI HILL	TRMON	900066784	R		705.77		190.69	515.08		25.50	41.83				447.75
SETH C HILL	TRND	900066785	R	3,133.04			612.44	2,520.60	310.89	124.77	203.61				1,881.33
SHELLY M KAUFMAN	TRN	900066786	R		1,647.30		97.28	1,550.02	138.78	76.73	124.25	44.86			1,165.40
TECIA L KERR	TRN	900066787	R		1,481.32		183.13	1,298.19	52.87	57.04	104.41	26.20			1,057.67
REBECCA KAY MENDENHALL	TRN	900066788	R		1,699.55		76.48	1,623.07	147.55	80.34	130.01				1,265.17
KRIS C. NEUMAN	TRN	900066789	R		103.43			103.43		5.12	7.91				90.40
RODGER R PERRY	TRN	900066790	R		512.45			512.45		10.93	39.20				462.32
RONALD E. SANDHAAS	TRN	900066791	R		998.17		44.92	953.25	122.11	47.19	76.36				707.59
TROY L SANSON	TRNM	900066792	R	2,296.67	220.06		197.30	2,319.43	244.91	134.81	186.10	29.21			1,724.40
LORI L STEPHENS	TRN	900066793	R		411.88		207.66	204.22		10.11	26.98	101.51			65.62
WILLIAM R TALBERT	TRNFT	900066794	R		5,190.57		254.04	4,936.53	945.09	237.92	395.52	607.98			2,750.02
RACHELLE M BANDELOW	AIDE	900066795	R		600.00		27.00	573.00		28.36	45.90				498.74
KIMBERLY S. JONES	AIDE	900066796	R		600.00		27.00	573.00		28.36	45.90				498.74
AMANDA J ROBINSON	AIDE	900066797	R		600.00		27.00	573.00		28.36	45.90				498.74
ELYSE M COPELIN	AIDE	900066798	R		1,203.70		106.12	1,097.58	32.81	54.33	92.08	154.95			763.41
KENNETH HILL	TRN	900066799	R		393.30		17.70	375.60		18.59	30.08				326.93
DONALD R EDWARDS	SSO	900066800	R		440.50			440.50	55.58	21.80	33.70				329.42
ANDREW J BALL	BLD	900066802	R	1,226.67	7.50		89.01	1,145.16	59.00	51.27	91.85				943.04
RACHELLE M BANDELOW	AIDE	900066803	R		493.20		22.19	471.01		23.31	37.73				409.97
BROOKE R BRUMMETT	AIDE	900066810	R		501.45		47.57	453.88		22.47	38.36				393.05
MICHAEL CHEEK	BLD	900066811	R	1,212.75			54.57	1,158.18	16.44	57.33	92.77	78.65			912.99
HORACE RICH CLARK IV	DIRBL	900066812	R	2,456.25			387.48	2,068.77	155.92	102.40	185.51	46.30			1,578.64
		900066812	Q	-2,456.25			-387.48	-2,068.77	-155.92	-102.40	-185.51	-46.30			-1,578.64
TRAVIS L CREASEY	BLD	900066815	R	1,312.50			92.53	1,219.97	67.98	60.39	97.85	23.40			970.35
KEVIN M. CUMMINS	TECH	900066816	R	3,636.86			163.66	3,473.20	541.62	155.68	278.22	32.00			2,465.68
JOELLEN DANENBERGER	SEC	900066817	R		1,177.47		52.99	1,124.48	124.52	55.66	90.07				854.23
DALTON J DAWDY	CAF	900066820	R		162.50		7.31	155.19		7.68	12.44				135.07
THOMAS A HARTLEY	AIDE	900066823	R		560.63		25.23	535.40		4.85	42.89				487.66
ANGELA M JOHNSON	CAF	900066830	R		470.55		21.17	449.38		22.24	35.99				391.15
KIMBERLY S. JONES	AIDE	900066831	R		1,283.72		80.92	1,202.80	38.06	59.54	96.44	8.00			1,000.76
VINCENT E KING	BLD	900066834	R	1,334.17	0.48		96.63	1,238.02	62.14	61.28	99.30	12.00			1,003.30
KELSIE L KNOX	AIDE	900066835	R		451.55		20.32	431.23		6.91	34.55	81.70			308.07

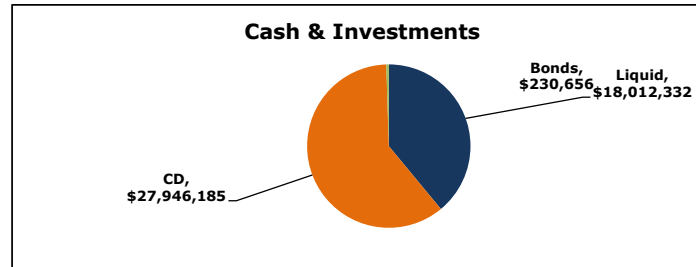
Check Dates 05/19/2023 through 06/22/2023 - Check Number

EMPLOYEE NAME	EMP	CHECK	CONTRACT	OTHER	TAXABLE	FED TAX	FED TAX	FEDERAL	STATE	SOC SEC	OTHER REIMBURSE	TAXABLE	NET		
	TYPE	NUMBER	T	PAY	+ PAY	+ BENS	- SHELTER	= GROSS	- TAX	- TAX	- TAX	- DEDS	+ DEDS	- BENS	= PAY
TRUDY L KUNZ	CAF	900066836	R		195.91		8.82	187.09		9.26	14.99				162.84
MORGAN M LONERGAN	AIDE	900066838	R		281.45		12.67	268.78		13.30	21.53				233.95
ANGELA M. MARR	SEC	900066842	R		1,064.67		47.91	1,016.76		50.33	81.45				884.98
SAMANTHA MARTIN	AIDE	900066843	R		454.07		20.43	433.64		14.25	34.73				384.66
DANIELLE R MENSER	AIDE	900066848	R		498.82		52.38	446.44	15.48	22.10	38.16				370.70
NICHOLAS R. MORRISON	AIDE	900066849	R		497.05		22.37	474.68	18.30	23.50	38.03	78.97			315.88
BRIAN K. NICKELSON	BLD	900066850	R	1,487.50	3.39		87.55	1,403.34	111.48	64.05	112.49	171.53			943.79
HEATHER R PIDCOCK	DIRFS	900066854	R	1,895.83			188.26	1,707.57		84.52	137.16	23.53			1,462.36
AMANDA J ROBINSON	AIDE	900066856	R		410.25		18.46	391.79		19.39	31.39				341.01
BRETT A RUPPEL	BLD	900066858	R	1,250.00	1.05		92.87	1,158.18	60.56	51.92	92.91				952.79
ANDREA L STONE	AIDE	900066863	R		491.31		22.11	469.20		23.23	37.58				408.39
WHITNEY R SUTERA	AIDE	900066864	R		481.57		21.67	459.90		22.77	36.84				400.29
McKENZIE WARD	AIDE	900066866	R		426.35		19.19	407.16	30.00	20.15	32.61				324.40
ELYSE M COPELIN	AIDE	900066872	R		486.15		43.02	443.13		21.93	37.19				384.01
REBECCA CURRY	AIDE	900066873	R		124.94		5.62	119.32		5.91	9.56				103.85
DANIEL HIRST	BLD	900066879	R	1,312.50			91.69	1,220.81	68.08	55.02	97.91	8.03			991.77
KATHRYN L LOGSDON	SEC	900066881	R		784.50		35.30	749.20		37.09	60.02				652.09
LUANNE M. LOVING	AIDE	900066882	R		627.15		28.22	598.93	30.00	22.43	47.97				498.53
ZACH REUSCHEL	AIDE	900066887	R		472.80		21.28	451.52		22.35	36.17				393.00
JENNIFER M SPANN	SEC	900066889	R		1,297.96		58.41	1,239.55	101.52	61.36	99.29				977.38
BREANNA L WOODS	AIDE	900066892	R		151.68		6.83	144.85			11.60				133.25
SHERRY V BEHL	CAF	900066895	R		299.26		13.47	285.79		14.15	22.89				248.75
HEATHER J BROWN	CAF	900066897	R		438.76		19.74	419.02		13.52	33.56				371.94
MATT BROWN	DIRBL	900066898	R	2,187.50			117.65	2,069.85	341.57	122.46	165.87				1,439.95
TASHA L CREASEY	BLD	900066900	R	1,216.20	1.90		210.91	1,007.19	43.01	49.86	81.24	23.40			809.68
CASSIE A. DORSEY	ATHTR	900066901	R	1,929.67	2.32		140.21	1,791.78	136.60	83.28	143.72	104.70			1,323.48
BRITTANY L LANE	BLD	900066908	R	1,193.69	183.29		79.32	1,297.66	75.24	64.23	104.01	1035.20			18.98
JANICE A. McCANN	BLD	900066914	R	2,039.17			145.24	1,893.93	191.85	93.75	151.90				1,456.43
CATHERINE A. MILLS	SEC	900066917	R		1,288.05		57.96	1,230.09	100.39	60.89	98.54				970.27
DINA G PEECHER	SEC	900066920	R		1,015.03		45.68	969.35	19.99	47.98	77.65				823.73
LINDSEY PRATHER	AIDE	900066921	R	329.63	337.68		30.03	637.28		31.54	51.05				554.69
JAMES R SPIELMAN	BLD	900066926	R	1,334.17	1.60		108.95	1,226.82	111.80	60.73	98.45	217.16			738.68
DARRIN R. CUMMINGS	SSO	900066929	R		875.44		39.39	836.05	54.44	41.38	66.97	43.77			629.49
EARL GREEN	AIDE	900066930	R		797.70		21.15	776.55	0.71	38.44	34.99				702.41
CYNTHIA D MOORE	DOS	900066934	R	1,515.21	23.48		144.24	1,394.45	77.78	69.03	117.71	96.36			1,033.57

NEW BERLIN C.U.S.D. #16
TREASURER'S REPORT
May 31, 2023

FUND	Beginning Cash Balance	Receipts	Disbursements		Misc. Transactions	Bank Balance
			Payroll	Accounts Payable		
10 Education	696,923.47	259,420.10	423,205.23	563,627.73	(771.64)	(31,261.03)
20 Building	1,855,250.50	46,324.05	22,513.93	71,405.95	-	1,807,654.67
30 Bond & Interest	(538,322.88)	-	-	239,426.43	-	(777,749.31)
40 Transportation	147,051.92	323.71	38,541.39	35,018.15	(692.74)	73,123.35
50 IMRF	122,527.34	269.72	-	39,935.26	1,464.38	84,326.18
60 Capital Projects Fund	31,855,866.60	46,116.41	-	185,098.01	62,277.72	31,779,162.72
61 Capital Projects Fund - Sales Tax	2,831,522.65	68,999.76	-	-	-	2,900,522.41
70 Working Cash Fund	2,428,130.07	879.59	-	-	18,051.11	2,447,060.77
80 Tort	(114,378.08)	-	-	5,142.60	-	(119,520.68)
90 Fire Prevention & Safety	504,370.29	132.67	-	-	576.79	505,079.75
TOTAL	\$ 39,788,941.88	\$ 422,466.01	\$ 484,260.55	\$ 1,139,654.13	\$ 80,905.62	\$ 38,668,398.83

FUND	CASH			INVESTMENTS					BONDS			TOTAL
	UCB - General Fund	UCB MM	WBSB MM	WBSB #1	WBSB #3	CSB #1	CSB #2	CSB #3	NB WC Bonds (2015)	NB WC Bonds (2018)	Griggsville-Perry Bonds	
	0.6000%	0.1500%	0.2500%	0.4000%	4.0000%	0.1500%	2.3000%	4.0000%	2.2500%	3.0200%	2.5000%	
10 Education	(261,916.80)	-	-	-	-	-	-	-	-	-	230,655.77	(31,261.03)
20 Operations & Maintenance	1,807,654.67	-	-	-	-	-	-	-	-	-	-	1,807,654.67
30 Bond & Interest	(777,749.31)	-	-	-	-	-	-	-	-	-	-	(777,749.31)
40 Transportation	73,123.35	-	-	-	-	-	-	-	-	-	-	73,123.35
50 IMRF / Social Security	84,326.18	-	-	-	-	-	-	-	-	-	-	84,326.18
60 Capital Projects Fund	12,081,234.61	100,920.77	1,217,810.88	500,000.00	10,000,000.00	-	2,806,350.12	5,072,846.35	-	-	-	31,779,162.73
61 Capital Projects Fund - Sales Tax	2,900,522.41	-	-	-	-	-	-	-	-	-	-	2,900,522.41
70 Working Cash	400,450.80	395.17	-	-	-	821,341.64	1,224,873.15	-	-	-	-	2,447,060.76
80 Tort	(119,520.68)	-	-	-	-	-	-	-	-	-	-	(119,520.68)
90 Fire Prevention & Safety	60,401.93	30,993.67	413,684.15	-	-	-	-	-	-	-	-	505,079.75
TOTAL	\$ 16,248,527.16	\$ 132,309.61	\$ 1,631,495.03	\$ 500,000.00	\$ 10,000,000.00	\$ 821,341.64	\$ 4,031,223.27	\$ 5,072,846.35	\$ -	\$ -	\$ 230,655.77	\$ 38,668,398.83
		\$18,012,331.80				\$20,425,411.26					\$230,655.77	\$ 38,668,398.83



**COMMUNITY UNIT SCHOOL DISTRICT #16
NEW BERLIN, ILLINOIS
May 18, 2023**

MINUTES OF REGULAR BOARD MEETING

President Neuman called the Board Meeting to order at 6:00 p.m. Members Kotner, Marr, Gordon, Beard, Mann and Bishoff were present.

Pretzel shootouts were shared with the Board.

There was no one for Public Comment.

An adjustment to the agenda was noted. Item 7h should read Math Consultant, not Reading Consultant. There were no objections to the adjustment.

There were no questions or comments regarding Director Reports.

Administrator reports were reviewed with the Board.

The Superintendent highlighted personnel for 2023-2024 year, Jump Start/Pretzel Success Day, Calendar for 2023-2024, the intergovernmental agreement for CACC, construction update, math consultant proposal and Title I documents.

A motion was made by Member Gordon and seconded by Member Marr to approve the Consent Agenda. The motion passed on a roll call vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made by Member Marr and seconded by Member Kotner to Approve the Resolution Approving Amendments to the Intergovernmental Cooperation Agreement Among Participating districts for the Capital Area Career Center. The motion passed on a voice vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made by Member Marr and seconded by Member Mann to Approve to Enter into Professional Services Agreement with IDEAL Engineering for Environmental Consulting for the Building Project. The motion passed on a roll call vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made by Member Marr and seconded by Member Kotner to Approve DEM Services for Asbestos Abatement for Windows for Building Project. The motion passed on a roll call vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made by Member Gordon and seconded by Member Beard to approve Second Read of Policy Press Plus 111, Policy 6:25 and Policy 7:272. The motion passed on a voice vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made by Member Marr and seconded by Member Kotner to approve the Tentative Amended Budget. The motion passed on a roll call vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made by Member Mann and seconded by Member Kotner to approve Title I School Wide Plan. The motion passed on a roll call vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made by Member Kotner and seconded by Member Mann to approve the Title I School-Parent-Student Compact. The motion passed on a voice vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made by Member Marr and seconded by Member Bishoff to approve the Math Consultant proposal for 23-24 School Year. The motion passed on a roll call vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made by Member Mann and seconded by Member Kotner to approve the Early Graduation Requests. The motion passed on a voice vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made by Member Kotner and seconded by Member Marr to approve the amended 23-24 School Calendar. The motion passed on a voice vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made at 6:21 p.m. by Member Beard and seconded by Member Gordon to enter into executive session for the purpose of employment and litigation matters. The motion passed on a roll call vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made at 7:05 p.m. by Member Gordon and seconded by Member Bishoff to return to open session. The motion passed on a roll call vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

A motion was made by Member Gordon and seconded by Member Marr to approve the Consent Agenda (Kristy Weidhuner-HS Ag. Teacher, Amanda Fleshman-Elementary Reading Specialist, Todd Blakeman-Asst. HS Boys Basketball Coach, Earl Green-Volunteer HS Boys Basketball Coach, Earl Green-Building/Grounds Inventory Elementary Jump Start Personnel-Liz Birch, Madison Reynolds, Karlie McKenzie, Courtney Fry, Christina Iacono, Skyler Davis, Erin Luttrell, Morgan Lonergan, Tom Hartley, MacKenzie Ward, Luanne Loving, JH Pretzel for Success Personnel-Nicki Burke, Sarah Knepler) The motion passed on a roll call vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

Resignations were noted.

A motion was made at 7:08 p.m. by Member Kotner and seconded by Member Beard to adjourn the meeting. The motion passed on a voice vote, 7-0. President Neuman, Members Kotner, Mann, Gordon, Marr, Beard and Bishoff voted yea.

The meeting ended at 7:08 p.m.

Secretary

President

COMMUNITY UNIT SCHOOL DISTRICT #16
NEW BERLIN, ILLINOIS
June 13, 2023

MINUTES OF SPECIAL BOARD MEETING

President Neuman called the Board Meeting to order at 6:00 p.m. Members Kotner, Marr, Beard, Mann and Bishoff were present. Member Gordon was absent.

There was no one for Public Comment.

An adjustment to the agenda was proposed, removing the executive session (Item 10). There were no objections.

There was discussion and no objections to changing the February Board Meeting to February 14, 2024 at 6 p.m.

A motion was made by Member Mann and seconded by Member Beard to approve the FY23 Public Official Bond (Treasurer's Bond). The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Beard, Mann and Bishoff voted yea.

A motion was made by Member Bishoff and seconded by Member Marr to approve additional bid packages for the Jr/Sr High School Remodel and Addition project as presented to the Board and recommended by CORE Construction and BLDD Architects (#4 Earthwork, Storm Sewer and Asphalt Paving to S. Shafer Excavating, Inc. #7 Steel to Selvaggio Steel, Inc., #9 General Trades to CORE Construction, #14 Fire Sprinkler System to FE Moran, Inc, #15 Plumbing and Site Utilities to E.L. Pruitt Company, #16 HVAC Systems to E.L. Pruitt Company, #17 Electrical Systems to Anderson Electric, Inc.) The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Beard, Mann and Bishoff voted yea.

Representatives from CORE and BLDD updated the Board on the building project.

There was discussion about the ribbon cutting ceremony, which is now scheduled to be held on July 19th at 1:00 p.m.

A motion was made by Member Mann and seconded by Member Kotner to approve the Counselor/Director of Student Services Job Description. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Beard, Mann and Bishoff voted yea.

A motion was made by Member Marr and seconded by Member Mann to approve the Intergovernmental Agreement between Il Dept. of Healthcare and Family Services and the District. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Marr, Beard, Mann and Bishoff voted yea.

A motion was made by Member Kotner and seconded by Member Mann to approve the Junior High School Student Handbook for 2023-2024 school year. The motion passed on a roll call vote, 5-1. Members Kotner, Mann, Marr, Beard and Bishoff voted yea. President Neuman voted no.

A motion was made by Member Mann and seconded by Member Beard to approve the Personnel Consent Agenda (Lari Garrison-High School Math Teacher, Joe Viola-Director of Student Services, Kelsi Knox-Permanent Sub, Emma Curtin-NBE Paraprofessional, Angie Marr-Career Day Coordinator shared stipend, Jodi Danenberger-career Day Coordinator shared stipend, Jami Huesing-Jump Start Nurse, Ryan McDonald-JH Pretzel Success Teacher). President Neuman, Members Kotner, Marr, Beard, Mann and Bishoff voted yea.

A motion was made by Member Kotner and seconded by Member Marr to approve Three-Year Contract for Junior High Principal Brandon Radford. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Beard, Mann and Bishoff voted yea.

A motion was made by Member Marr and seconded by Member Mann to approve Melissa Charneski additional 2.5 hours of teaching time for 2023-2024 school year from three (3) periods. The motion passed unanimously on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Beard, Mann and Bishoff voted yea.

A motion was made at 6:28 p.m. by Member Kotner and seconded by Member Beard to adjourn the meeting. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Marr, Beard, Mann and Bishoff voted yea.

The meeting ended at 6:28 p.m.

Secretary

President

RESOLUTION transferring funds from the school facility occupation tax fund of Community Unit School District Number 16, Sangamon and Morgan Counties, Illinois, to the bond and interest fund of said School District.

* * *

WHEREAS, the Board of Education (the “*Board*”) of Community Unit School District Number 16, Sangamon and Morgan Counties, Illinois (the “*District*”), by resolution adopted on the 6th day of September, 2022 (the “*Resolution*”), did provide for the issue of \$8,945,000 General Obligation School Bonds (Alternate Revenue Source), Series 2022B, of the District (the “*Bonds*”), and the levy of direct annual taxes sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the Board has determined and does hereby determine that funds in the amount of \$311,478.75 (the “*Available Funds*”) are available in the School Facility Occupation Tax Fund of the District (the “*Sales Tax Fund*”) to pay debt service on the Bonds and that it is necessary and in the best interests of the District that the Available Funds be transferred from the Sales Tax Fund to the “Alternate Bond Fund of Series 2022B” (the “*Bond Fund*”) established pursuant to the Resolution and from which principal of and interest on the Bonds is paid:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Education of Community Unit School District Number 16, Sangamon and Morgan Counties, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Transfer from Sales Tax Fund to Bond Fund. The School Treasurer of the District is hereby authorized and directed to transfer the Available Funds from the Sales Tax Fund to the Bond Fund on the date hereof.

Section 3. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this resolution.

Section 4. Repealer and Effective Date. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this resolution shall be in full force and effect forthwith upon its adoption.

Adopted June 22, 2023.

President, Board of Education

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF SANGAMON)

CERTIFICATION OF SECRETARY

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community Unit School District Number 16, Sangamon and Morgan Counties, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a true, correct and complete copy of a resolution adopted at a meeting of the Board held on June 22, 2023, entitled:

RESOLUTION transferring funds from the school facility occupation tax fund of Community Unit School District Number 16, Sangamon and Morgan Counties, Illinois, to the bond and interest fund of said School District.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board on a day other than a Saturday, Sunday or legal holiday in the State of Illinois and at least 48 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review from the time of such posting until said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 22nd day of June, 2023.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF SANGAMON)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting School Treasurer who receives the taxes of Community Unit School District Number 16, Sangamon and Morgan Counties, Illinois (the “*District*”), and as such official I do further certify that on this 22nd day of June, 2023, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION transferring funds from the school facility occupation tax fund of Community Unit School District Number 16, Sangamon and Morgan Counties, Illinois, to the bond and interest fund of said School District.

duly adopted by the Board of Education of the District on the 22nd day of June, 2023, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 22nd day of June, 2023.

School Treasurer

District Type:

- School District
- Joint Agreement

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2022 - June 30, 2023

Accounting Basis:

Cash

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

Date of Amended Budget: 06/22/23
(MM/DD/YY)

District Name: New Berlin CUSD 16

District RCDT No: 51-084-0160-26

If your FY2022 AFR states that you need to do a deficit reduction plan and your FY2023 budget is balanced, please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of New Berlin CUSD 16, County of Sangamon/Morgan, State of Illinois, for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

WHEREAS the Board of Education of New Berlin CUSD 16, County of Sangamon/Morgan, 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 22nd day of June, 2023, 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, 2022 and ending June 30, 2023.

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 22nd day of June, 2023 by a roll call vote of ___ Yeas, and ___ Nays, to wit:

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:
Stephanie Neuman, President	
Chris Gordon, Vice President	
Bill Marr, Secretary	
Josh Beard, Member	
Holly Kotner, Member	
Jenny Mann, Member	
Jerry Bishoff, Member	

* 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 to School Finance Report (SFR): <https://sec1.isbe.net/attachmgr/default.aspx>. Please type the member signatures before submitting to ISBE. We do not accept PDF copies.

BUDGET SUMMARY

<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
Description: Enter Whole Numbers Only		Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds)¹ as of July 1, 2022		3,425,384	2,439,555	365,108	524,561	328,041	2,045,189	2,368,819	112,128	499,582
RECEIPTS/REVENUES (without Student Activity Funds)										
LOCAL SOURCES	1000	6,667,740	1,275,735	1,522,685	1,302,040	346,110	1,330,000	159,800	216,860	130,990
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0				
STATE SOURCES	3000	1,184,400	50,000	0	415,595	0	0	0	0	0
FEDERAL SOURCES	4000	1,487,560	0	0	0	0	0	0	0	0
Total Direct Receipts/Revenues⁸		9,339,700	1,325,735	1,522,685	1,717,635	346,110	1,330,000	159,800	216,860	130,990
Receipts/Revenues for "On Behalf" Payments ²	3998									
Total Receipts/Revenues		9,339,700	1,325,735	1,522,685	1,717,635	346,110	1,330,000	159,800	216,860	130,990
DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)										
INSTRUCTION	1000	6,687,438				180,894			0	
SUPPORT SERVICES	2000	3,168,751	1,811,650		1,198,139	311,692	6,400,000		351,401	0
COMMUNITY SERVICES	3000	4,444	0		0	310			0	
PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	971,081	44,755	0	0	0	0		0	0
DEBT SERVICES	5000	0	0	1,825,530	0	0			0	0
PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0			0	0
Total Direct Disbursements/Expenditures⁹		10,831,714	1,856,405	1,825,530	1,198,139	492,896	6,400,000		351,401	0
Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0
Total Disbursements/Expenditures		10,831,714	1,856,405	1,825,530	1,198,139	492,896	6,400,000		351,401	0
Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(1,492,014)	(530,670)	(302,845)	519,496	(146,786)	(5,070,000)	159,800	(134,541)	130,990
OTHER SOURCES/USES OF FUNDS										
OTHER SOURCES OF FUNDS (7000)										
PERMANENT TRANSFER FROM VARIOUS FUNDS										
Abolishment the Working Cash Fund ¹⁶	7110									
Abatement of the Working Cash Fund ¹⁶	7110									
Transfer of Working Cash Fund Interest	7120									
Transfer Among Funds	7130									
Transfer of Interest	7140			311,840						
Transfer from Capital Projects Fund to O&M Fund	7150		311,840							
Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0							
Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0						
SALE OF BONDS (7200)										
Principal on Bonds Sold ⁴	7210						33,062,500			
Premium on Bonds Sold	7220						23,495,000			
Accrued Interest on Bonds Sold	7230									
Sale or Compensation for Fixed Assets ⁵	7300									
Transfer to Debt Service to Pay Principal on GASB 87 Leases	7400			0						
Transfer to Debt Service to Pay Interest on GASB 87 Leases	7500			0						
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0						
Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0						
Transfer to Capital Projects Fund	7800						0			
ISBE Loan Proceeds	7900									
Other Sources Not Classified Elsewhere	7990									
Total Other Sources of Funds⁸		0	311,840	311,840	0	0	56,557,500	0	0	0

BUDGET SUMMARY

<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
Description: Enter Whole Numbers Only		Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
Acct #										
OTHER USES OF FUNDS (8000)										
TRANSFER TO VARIOUS OTHER FUNDS (8100)										
Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							0		
Transfer of Working Cash Fund Interest	8120							0		
Transfer Among Funds	8130		311,840							
Transfer of Interest ⁵	8140									
Transfer from Capital Projects Fund to O&M Fund	8150						311,840			
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 Proceeds to Debt Service Fund	8170									
Taxes Pledged to Pay Principal on GASB 87 Leases	8410									
Grants/Reimbursements Pledged to Pay Principal on GASB 87 Leases	8420									
Other Revenues Pledged to Pay Principal on GASB 87 Leases	8430									
Fund Balance Transfers Pledged to Pay Principal on GASB 87 Leases	8440									
Taxes Pledged to Pay Interest on GASB 87 Leases	8510									
Grants/Reimbursements Pledged to Pay Interest on GASB 87 Leases	8520									
Other Revenues Pledged to Pay Interest on GASB 87 Leases	8530									
Fund Balance Transfers Pledged to Pay Interest on GASB 87 Leases	8540									
Taxes Pledged to Pay Principal on Revenue Bonds	8610									
Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620									
Other Revenues Pledged to Pay Principal on Revenue Bonds	8630									
Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640									
Taxes Pledged to Pay Interest on Revenue Bonds	8710									
Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720									
Other Revenues Pledged to Pay Interest on Revenue Bonds	8730									
Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740									
Taxes Transferred to Pay for Capital Projects	8810									
Grants/Reimbursements Pledged to Pay for Capital Projects	8820									
Other Revenues Pledged to Pay for Capital Projects	8830									
Fund Balance Transfers Pledged to Pay for Capital Projects	8840									
Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910									
Other Uses Not Classified Elsewhere	8990									
Total Other Uses of Funds ⁹		0	311,840	0	0	0	311,840	0	0	0
Total Other Sources/Uses of Fund		0	0	311,840	0	0	56,245,660	0	0	0
ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2023		1,933,370	1,908,885	374,103	1,044,057	181,255	53,220,849	2,528,619	(22,413)	630,572
Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2022		255,495								
RECEIPTS/REVENUES (For Student Activity Funds)										
Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	0								
DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)										
Total Student Activity Direct Disbursements/Expenditures	1999	0								
Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		0								
Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2023		255,495								

BUDGET SUMMARY

<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>										
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
Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2022		3,680,879	2,439,555	365,108	524,561	328,041	2,045,189	2,368,819	112,128	499,582
RECEIPTS/REVENUES (All Sources with Student Activity Funds)										
LOCAL SOURCES	1000	6,667,740	1,275,735	1,522,685	1,302,040	346,110	1,330,000	159,800	216,860	130,990
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0	0	0	0	0	0
STATE SOURCES	3000	1,184,400	50,000	0	415,595	0	0	0	0	0
FEDERAL SOURCES	4000	1,487,560	0	0	0	0	0	0	0	0
Total Direct Receipts/Revenues ⁸		9,339,700	1,325,735	1,522,685	1,717,635	346,110	1,330,000	159,800	216,860	130,990
Receipts/Revenues for "On Behalf" Payments ²	3998	0	0	0	0	0	0	0	0	0
Total Receipts/Revenues		9,339,700	1,325,735	1,522,685	1,717,635	346,110	1,330,000	159,800	216,860	130,990
DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)										
INSTRUCTION	1000	6,687,438				180,894			0	
SUPPORT SERVICES	2000	3,168,751	1,811,650		1,198,139	311,692	6,400,000		351,401	0
COMMUNITY SERVICES	3000	4,444	0		0	310			0	
PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	971,081	44,755	0	0	0	0		0	0
DEBT SERVICES	5000	0	0	1,825,530	0	0			0	0
PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0			0	0
Total Direct Disbursements/Expenditures ⁹		10,831,714	1,856,405	1,825,530	1,198,139	492,896	6,400,000		351,401	0
Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0
Total Disbursements/Expenditures		10,831,714	1,856,405	1,825,530	1,198,139	492,896	6,400,000		351,401	0
Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(1,492,014)	(530,670)	(302,845)	519,496	(146,786)	(5,070,000)	159,800	(134,541)	130,990
OTHER SOURCES/USES OF FUNDS										
OTHER SOURCES OF FUNDS (7000)										
Total Other Sources of Funds ⁸		0	311,840	311,840	0	0	56,557,500	0	0	0
OTHER USES OF FUNDS (8000)										
Total Other Uses of Funds ⁹		0	311,840	0	0	0	311,840	0	0	0
Total Other Sources/Uses of Fund		0	0	311,840	0	0	56,245,660	0	0	0
ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2023		2,188,865	1,908,885	374,103	1,044,057	181,255	53,220,849	2,528,619	(22,413)	630,572

SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
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
Object Name											
Salaries	100	6,463,929	511,000		612,160		0		0	0	7,587,089
Employee Benefits	200	1,278,954	80,775		62,606	492,896	0		0	0	1,915,231
Purchased Services	300	619,947	292,875	0	78,681		0		351,401	0	1,342,904
Supplies & Materials	400	1,220,692	360,000		194,503		0		0	0	1,775,195
Capital Outlay	500	187,679	567,000		245,000		6,400,000		0	0	7,399,679
Other Objects	600	1,028,636	44,755	1,825,530	0	0	0		0	0	2,898,921
Non-Capitalized Equipment	700	2,805	0		0		0		0	0	2,805
Termination Benefits	800	29,072	0		5,189				0		34,261
Total Expenditures		10,831,714	1,856,405	1,825,530	1,198,139	492,896	6,400,000		351,401	0	22,956,085

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
BEGINNING CASH BALANCE ON HAND (without Student Activity Funds)⁷ as of July 1, 2022		3,425,384	2,439,555	365,108	524,561	328,041	2,045,189	2,368,819	112,128	499,582
Total Direct Receipts & Other Sources⁸		9,339,700	1,637,575	1,834,525	1,717,635	346,110	57,887,500	159,800	216,860	130,990
OTHER RECEIPTS										
Interfund Loans Payable (Loans from Other Funds)	411									
Interfund Loans Receivable (Repayment of Loans)	141									
Notes and Warrants Payable	433									
Other Current Assets	199									
Total Other Receipts		0	0	0	0	0	0	0	0	0
Total Direct Receipts, Other Sources, & Other Receipts		9,339,700	1,637,575	1,834,525	1,717,635	346,110	57,887,500	159,800	216,860	130,990
Total Amount Available		12,765,084	4,077,130	2,199,633	2,242,196	674,151	59,932,689	2,528,619	328,988	630,572
Total Direct Disbursements & Other Uses⁹		10,831,714	2,168,245	1,825,530	1,198,139	492,896	6,711,840	0	351,401	0
OTHER DISBURSEMENTS										
Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
Interfund Loans Payable (Repayment of Loans)	411									
Notes and Warrants Payable	433									
Other Current Liabilities	499									
Total Other Disbursements		0	0	0	0	0	0	0	0	0
Total Direct Disbursements, Other Uses, & Other Disbursements		10,831,714	2,168,245	1,825,530	1,198,139	492,896	6,711,840	0	351,401	0
ENDING CASH BALANCE ON HAND (without Student Activity Funds)⁷ as of June 30, 2023		1,933,370	1,908,885	374,103	1,044,057	181,255	53,220,849	2,528,619	(22,413)	630,572
Activity Funds										
Activity Funds BEGINNING CASH BALANCE ON HAND⁷ as of July 1, 2022		255,495								
Total Direct Receipts & Other Sources⁸		0								
Total Amount Available		255,495								
Total Direct Disbursements & Other Uses⁹		0								
Activity funds ENDING CASH BALANCE ON HAND⁷ as of June 30, 2023		255,495								
Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds)⁷ as of July 1, 2022		3,680,879	2,439,555	365,108	524,561	328,041	2,045,189	2,368,819	112,128	499,582
Total Direct Receipts & Other Sources⁸		9,339,700	1,637,575	1,834,525	1,717,635	346,110	57,887,500	159,800	216,860	130,990
Total Other Receipts		0	0	0	0	0	0	0	0	0
Total Direct Receipts, Other Sources, & Other Receipts		9,339,700	1,637,575	1,834,525	1,717,635	346,110	57,887,500	159,800	216,860	130,990
Total Amount Available		13,020,579	4,077,130	2,199,633	2,242,196	674,151	59,932,689	2,528,619	328,988	630,572
Total Direct Disbursements & Other Uses⁹		10,831,714	2,168,245	1,825,530	1,198,139	492,896	6,711,840	0	351,401	0
Total Other Disbursements		0	0	0	0	0	0	0	0	0
Total Direct Disbursements, Other Uses, & Other Disbursements		10,831,714	2,168,245	1,825,530	1,198,139	492,896	6,711,840	0	351,401	0
Total ENDING CASH BALANCE ON HAND (with Student Activity Funds)⁷ as of June 30, 2023		2,188,865	1,908,885	374,103	1,044,057	181,255	53,220,849	2,528,619	(22,413)	630,572

BUDGET SUMMARY

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
RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY										
Designated Purposes Levies ¹¹ (1110-1120)	-	4,447,320	1,182,360	1,520,185	1,298,840	170,055		97,075	216,560	125,400
Leasing Purposes Levy ¹²	1130	192,100								
Special Education Purposes Levy	1140	1,382,340								
FICA and Medicare Only Levies	1150					170,055				
Area Vocational Construction Purposes Levy	1160									
Summer School Purposes Levy	1170									
Other Tax Levies (Describe & Itemize)	1190	20,480								
Total Ad Valorem Taxes Levied by District		6,042,240	1,182,360	1,520,185	1,298,840	340,110	0	97,075	216,560	125,400
PAYMENTS IN LIEU OF TAXES										
Mobile Home Privilege Tax	1210									
Payments from Local Housing Authority	1220									
Corporate Personal Property Replacement Taxes ¹³	1230	248,840				3,500				
Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
Total Payments in Lieu of Taxes		248,840	0	0	0	3,500	0	0	0	0
TUITION										
Regular Tuition from Pupils or Parents (In State)	1311									
Regular Tuition from Other Districts (In State)	1312									
Regular Tuition from Other Sources (In State)	1313									
Regular Tuition from Other Sources (Out of State)	1314									
Summer School Tuition from Pupils or Parents (In State)	1321									
Summer School Tuition from Other Districts (In State)	1322									
Summer School Tuition from Other Sources (In State)	1323									
Summer School Tuition from Other Sources (Out of State)	1324									
CTE Tuition from Pupils or Parents (In State)	1331									
CTE Tuition from Other Districts (In State)	1332									
CTE Tuition from Other Sources (In State)	1333									
CTE Tuition from Other Sources (Out of State)	1334									
Special Education Tuition from Pupils or Parents (In State)	1341									
Special Education Tuition from Other Districts (In State)	1342									
Special Education Tuition from Other Sources (In State)	1343									
Special Education Tuition from Other Sources (Out of State)	1344									
Adult Tuition from Pupils or Parents (In State)	1351									
Adult Tuition from Other Districts (In State)	1352									
Adult Tuition from Other Sources (In State)	1353									
Adult Tuition from Other Sources (Out of State)	1354									
Total Tuition		0								
TRANSPORTATION FEES										
Regular Transportation Fees from Pupils or Parents (In State)	1411									
Regular Transportation Fees from Other Districts (In State)	1412									
Regular Transportation Fees from Other Sources (In State)	1413									
Regular Transportation Fees from Co-curricular Activities (In State)	1415									
Regular Transportation Fees from Other Sources (Out of State)	1416									
Summer School Transportation Fees from Pupils or Parents (In State)	1421									
Summer School Transportation Fees from Other Districts (In State)	1422									
Summer School Transportation Fees from Other Sources (In State)	1423									
Summer School Transportation Fees from Other Sources (Out of State)	1424									
CTE Transportation Fees from Pupils or Parents (In State)	1431									
CTE Transportation Fees from Other Districts (In State)	1432									
CTE Transportation Fees from Other Sources (In State)	1433									
CTE Transportation Fees from Other Sources (Out of State)	1434									

BUDGET SUMMARY

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
Special Education Transportation Fees from Pupils or Parents (In State)	1441									
Special Education Transportation Fees from Other Districts (In State)	1442									
Special Education Transportation Fees from Other Sources (In State)	1443									
Special Education Transportation Fees from Other Sources (Out of State)	1444									
Adult Transportation Fees from Pupils or Parents (In State)	1451									
Adult Transportation Fees from Other Districts (In State)	1452									
Adult Transportation Fees from Other Sources (In State)	1453									
Adult Transportation Fees from Other Sources (Out of State)	1454									
Total Transportation Fees					0					
EARNINGS ON INVESTMENTS	1500									
Interest on Investments	1510	15,000	20,000	2,500	3,200	2,500	440,000	62,725	300	5,590
Gain or Loss on Sale of Investments	1520									
Total Earnings on Investments		15,000	20,000	2,500	3,200	2,500	440,000	62,725	300	5,590
FOOD SERVICE	1600									
Sales to Pupils - Lunch	1611	135,000								
Sales to Pupils - Breakfast	1612									
Sales to Pupils - A la Carte	1613	10,000								
Sales to Pupils - Other (Describe & Itemize)	1614	250								
Sales to Adults	1620	10,000								
Other Food Service (Describe & Itemize)	1690	2,000								
Total Food Service		157,250								
DISTRICT/SCHOOL ACTIVITY INCOME	1700									
Admissions - Athletic	1711	50,000								
Admissions - Other	1719									
Fees	1720	20,000								
Book Store Sales	1730									
Other District/School Activity Revenue (Describe & Itemize)	1790									
Student Activity Fund Revenues	1799									
Total District/School Activity Income (without Student Activity Funds 1799)		70,000							0	
Total District/School Activity Income (with Student Activity Funds 1799)		70,000								
TEXTBOOK INCOME	1800									
Textbook Rentals - Regular Textbooks	1811	60,000								
Textbook Rentals - Summer School Textbooks	1812									
Textbook Rentals - Adult/Continuing Education Textbooks	1813									
Textbook Rentals - Other (Describe & Itemize)	1819									
Textbook Sales - Regular Textbooks	1821									
Textbook Sales - Summer School	1822									
Textbook Sales - Adult/Continuing Education	1823									
Textbook Sales - Other (Describe & Itemize)	1829									
Other Textbook Income (Describe & Itemize)	1890									
Total Textbooks		60,000								

BUDGET SUMMARY

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
OTHER REVENUE FROM LOCAL SOURCES										
Rentals	1910	5	3,100							
Contributions and Donations from Private Sources	1920	5,905								
Impact Fees from Municipal or County Governments	1930									
Services Provided Other Districts	1940									
Refund of Prior Years' Expenditures	1950	60,500								
Payments of Surplus Moneys from TIF Districts	1960		40,085							
Drivers' Education Fees	1970	5,000								
Proceeds from Vendors' Contracts	1980	0	0	0	0	0	0	0	0	0
School Facility Occupation Tax Proceeds	1983						890,000			
Payment from Other Districts	1991	3,000								
Sale of Vocational Projects	1992									
Other Local Fees (Describe & Itemize)	1993									
Other Local Revenues (Describe & Itemize)	1999		30,190							
Total Other Revenue from Local Sources		74,410	73,375	0	0	0	890,000	0	0	0
Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	6,667,740	1,275,735	1,522,685	1,302,040	346,110	1,330,000	159,800	216,860	130,990
Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		6,667,740								
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)										
Flow-Through Revenue from State Sources	2100									
Flow-Through Revenue from Federal Sources	2200									
Other Flow-Through Revenue (Describe & Itemize)	2300									
Total Flow-Through Receipts/Revenues From One District to Another District	2000	0	0		0	0				
RECEIPTS/REVENUES FROM STATE SOURCES (3000)										
UNRESTRICTED GRANTS-IN-AID (3001-3099)										
Evidence Based Funding Formula (Section 18-8.15)	3001	849,025								
Reorganization Incentives (Accounts 3005-3021)	3005									
Fast Growth District Grants	3030									
Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
Total Unrestricted Grants-In-Aid		849,025	0	0	0	0	0		0	0
RESTRICTED GRANTS-IN-AID (3100-3900)										
SPECIAL EDUCATION										
Special Education - Private Facility Tuition	3100	51,080								
Special Education - Funding for Children Requiring Sp Ed Services	3105	15,000								
Special Education - Personnel	3110									
Special Education - Orphanage - Individual	3120	6,800								
Special Education - Orphanage - Summer Individual	3130									
Special Education - Summer School	3145									
Special Education - Other (Describe & Itemize)	3199									
Total Special Education		72,880	0		0					
CAREER AND TECHNICAL EDUCATION (CTE)										
CTE - Technical Education - Tech Prep	3200	1,000								
CTE - Secondary Program Improvement (CTEI)	3220	13,555								
CTE - WECEP	3225									
CTE - Agriculture Education	3235	5,940								
CTE - Instructor Practicum	3240									
CTE - Student Organizations	3270									
CTE - Other (Describe & Itemize)	3299									
Total Career and Technical Education		20,495	0			0				

BUDGET SUMMARY

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
BILINGUAL EDUCATION										
Bilingual Education - Downstate - TPI and TBE	3305									
Bilingual Education - Downstate - Transitional Bilingual Education	3310									
Total Bilingual Education		0				0				
State Free Lunch & Breakfast	3360	15,000								
School Breakfast Initiative	3365									
Driver Education	3370	12,000								
Adult Education (from ICCB)	3410									
Adult Education - Other (Describe & Itemize)	3499									
TRANSPORTATION										
Transportation - Regular and Vocational	3500				235,000					
Transportation - Special Education	3510				145,000					
Transportation - Other (Describe & Itemize)	3599									
Total Transportation		0	0		380,000	0				
Learning Improvement - Change Grants	3610									
Scientific Literacy	3660									
Truant Alternative/Optional Education	3695									
Early Childhood - Block Grant	3705	215,000			35,595					
Chicago General Education Block Grant	3766									
Chicago Educational Services Block Grant	3767									
School Safety & Educational Improvement Block Grant	3775									
Technology - Technology for Success	3780									
State Charter Schools	3815									
Extended Learning Opportunities - Summer Bridges	3825									
Infrastructure Improvements - Planning/Construction	3920									
School Infrastructure - Maintenance Projects	3925									
Other Restricted Revenue from State Sources (Describe & Itemize)	3999		50,000							
Total Restricted Grants-In-Aid		335,375	50,000	0	415,595	0	0	0	0	0
Total Receipts/Revenues from State Sources	3000	1,184,400	50,000	0	415,595	0	0	0	0	0
RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)										
UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)										
Federal Impact Aid	4001									
Other Unrestricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4009									
Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0	0	0	0	0
RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
Head Start	4045									
Construction (Impact Aid)	4050									
MAGNET	4060									
Other Restricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4090									
Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0			0
RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)										
TITLE V										
Title V - Flexibility and Accountability	4100									
Title V - SEA Projects	4105									
Title V - Rural Education Initiative (REI)	4107									
Title V - Other (Describe & Itemize)	4199									
Total Title V		0	0		0	0				

BUDGET SUMMARY

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
FOOD SERVICE										
Breakfast Start-Up Expansion	4200									
National School Lunch Program	4210	395,000								
Special Milk Program	4215									
School Breakfast Program	4220	95,000								
Summer Food Service Admin/Program	4225									
Child and Adult Care Food Program	4226									
Fresh Fruit and Vegetables	4240									
Food Service - Other (Describe & Itemize)	4299									
Total Food Service		490,000				0				
TITLE I										
Title I - Low Income	4300	220,000								
Title I - Low Income - Neglected, Private	4305									
Title I - Migrant Education	4340									
Title I - Other (Describe & Itemize)	4399									
Total Title I		220,000	0		0	0				
TITLE IV										
Title IV - Student Support & Academic Enrichment Grant	4400	10,000								
Title IV - 21st Century	4421									
Title IV - Other (Describe & Itemize)	4499									
Total Title IV		10,000	0		0	0				
FEDERAL - SPECIAL EDUCATION										
Federal Special Education - Preschool Flow-Through	4600	48,000								
Federal Special Education - Preschool Discretionary	4605									
Federal Special Education - IDEA Flow Through	4620	219,560								
Federal Special Education - IDEA Room & Board	4625									
Federal Special Education - IDEA Discretionary	4630									
Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
Total Federal Special Education		267,560	0		0	0				
CTE - PERKINS										
CTE - Perkins-Title IIIIE Tech Prep	4770									
CTE - Other (Describe & Itemize)	4799									
Total CTE - Perkins		0	0			0				
Federal - Adult Education	4810									
ARRA - General State Aid - Education Stabilization	4850									
ARRA - Title I - Low Income	4851									
ARRA - Title I - Neglected, Private	4852									
ARRA - Title I - Delinquent, Private	4853									
ARRA - Title I - School Improvement (Part A)	4854									
ARRA - Title I - School Improvement (Section 1003g)	4855									
ARRA - IDEA - Part B - Preschool	4856									
ARRA - IDEA - Part B - Flow-Through	4857									
ARRA - Title IID - Technology - Formula	4860									
ARRA - Title IID - Technology - Competitive	4861									
ARRA - McKinney - Vento Homeless Education	4862									
ARRA - Child Nutrition Equipment Assistance	4863									
Impact Aid Formula Grants	4864									
Impact Aid Competitive Grants	4865									
Qualified Zone Academy Bond Tax Credits	4866									
Qualified School Construction Bond Credits	4867									
Build America Bond Tax Credits	4868									
Build America Bond Interest Reimbursement	4869									
ARRA - General State Aid - Other Government Services Stabilization	4870									

BUDGET SUMMARY

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
Other ARRA Funds - II	4871									
Other ARRA Funds - III	4872									
Other ARRA Funds - IV	4873									
Other ARRA Funds - V	4874									
ARRA - Early Childhood	4875									
Other ARRA Funds - VII	4876									
Other ARRA Funds - VIII	4877									
Other ARRA Funds - IX	4878									
Other ARRA Funds - X	4879									
Other ARRA Funds - Ed Job Fund Program	4880									
Total Stimulus Programs		0	0	0	0	0	0		0	0
Race to the Top Program	4901									
Race to the Top - Preschool Expansion Grant	4902									
Title III - Instruction for English Learners & Immigrant Students	4905									
Title III - English Language Acquisition	4909									
McKinney Education for Homeless Children	4920									
Title II - Eisenhower - Professional Development Formula	4930									
Title II - Teacher Quality	4932	39,300								
Federal Charter Schools	4960									
State Assessment Grants	4981									
Grant for State Assessments and Related Activities	4982									
Medicaid Matching Funds - Administrative Outreach	4991	15,000								
Medicaid Matching Funds - Fee-For-Service Program	4992	12,500								
Other Restricted Grants Received from Fed. Govt. thru State (Describe & Itemize)	4998	433,200								
Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		1,487,560	0	0	0	0	0		0	0
TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	1,487,560	0	0	0	0	0	0	0	0
TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		9,339,700	1,325,735	1,522,685	1,717,635	346,110	1,330,000	159,800	216,860	130,990
TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		9,339,700								

BUDGET SUMMARY

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
10 - EDUCATIONAL FUND (ED)										
INSTRUCTION (ED)	1000									
Regular Programs	1100	3,334,202	684,279	112,138	513,757	3,167	10,044	0	0	4,657,587
Tuition Payment to Charter Schools	1115									0
Pre-K Programs	1125	172,302	52,213	2,365	8,156					235,036
Special Education Programs (Functions 1200 - 1220)	1200	818,500	173,108	14	14,513					1,006,135
Special Education Programs Pre-K	1225									0
Remedial and Supplemental Programs K-12	1250	154,364	26,296	11,187	33,283					225,130
Remedial and Supplemental Programs Pre-K	1275									0
Adult/Continuing Education Programs	1300									0
CTE Programs	1400				3,849			2,805		6,654
Interscholastic Programs	1500	350,000	46,883	42,094	21,600	56,078	9,083			525,738
Summer School Programs	1600	27,995	3,066		97					31,158
Gifted Programs	1650									0
Driver's Education Programs	1700									0
Bilingual Programs	1800									0
Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
Pre-K Programs - Private Tuition	1910									0
Regular K-12 Programs Private Tuition	1911									0
Special Education Programs K-12 Private Tuition	1912									0
Special Education Programs Pre-K Tuition	1913									0
Remedial/Supplemental Programs K-12 Private Tuition	1914									0
Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
Adult/Continuing Education Programs Private Tuition	1916									0
CTE Programs Private Tuition	1917									0
Interscholastic Programs Private Tuition	1918									0
Summer School Programs Private Tuition	1919									0
Gifted Programs Private Tuition	1920									0
Bilingual Programs Private Tuition	1921									0
Truants Alternative/Opt Ed Programs Private Tuition	1922									0
Student Activity Fund Expenditures	1999									0
Total Instruction¹⁴ (Without Student Activity Funds 1999)	1000	4,857,363	985,845	167,798	595,255	59,245	19,127	2,805	0	6,687,438
Total Instruction¹⁴ (With Student Activity Funds 1999)	1000	4,857,363	985,845	167,798	595,255	59,245	19,127	2,805	0	6,687,438
SUPPORT SERVICES (ED)	2000									
Support Services - Pupil	2100									
Attendance & Social Work Services	2110	114,195	34,150	230	200					148,775
Guidance Services	2120	90,000	15,549	2,677	4,111					112,337
Health Services	2130	119,947	16,296	2,342	1,543	1,727				141,855
Psychological Services	2140									0
Speech Pathology & Audiology Services	2150									0
Other Support Services - Pupils (Describe & Itemize)	2190	61,500	975		1,898					64,373
Total Support Services - Pupil	2100	385,642	66,970	5,249	7,752	1,727	0	0	0	467,340
Support Services - Instructional Staff	2200									
Improvement of Instruction Services	2210	455	90	81,182						81,727
Educational Media Services	2220	202,850	44,022	220,397	236,126	110,039	2,972			816,406
Assessment & Testing	2230									0
Total Support Services - Instructional Staff	2200	203,305	44,112	301,579	236,126	110,039	2,972	0	0	898,133
Support Services - General Administration	2300									
Board of Education Services	2310	1,000		72,500	5,000		25,000		29,072	132,572
Executive Administration Services	2320	180,010	18,632	5,750	2,000		3,200			209,592
Special Area Administration Services	2330	1,800	208	500						2,508
Tort Immunity Services	2361, 2365	0	0	0	0	0	0	0	0	0
Total Support Services - General Administration	2300	182,810	18,840	78,750	7,000	0	28,200	0	29,072	344,672

BUDGET SUMMARY

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
Support Services - School Administration	2400									
Office of the Principal Services	2410	526,992	107,021	10,431	8,222		1,576			654,242
Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
Total Support Services - School Administration	2400	526,992	107,021	10,431	8,222	0	1,576	0	0	654,242
Support Services - Business	2500									
Direction of Business Support Services	2510									0
Fiscal Services	2520	197,000	35,035	14,300	5,000		3,500			254,835
Operation & Maintenance of Plant Services	2540				47,994	16,668				64,662
Pupil Transportation Services	2550	2,285	400	34,460	70					37,215
Food Services	2560	106,732	20,541	6,646	311,553		2,180			447,652
Internal Services	2570									0
Total Support Services - Business	2500	306,017	55,976	55,406	364,617	16,668	5,680	0	0	804,364
Support Services - Central	2600									
Direction of Central Support Services	2610									0
Planning, Research, Development & Evaluation Services	2620									0
Information Services	2630									0
Staff Services	2640									0
Data Processing Services	2660									0
Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
Total Support Services	2000	1,604,766	292,919	451,415	623,717	128,434	38,428	0	29,072	3,168,751
COMMUNITY SERVICES (ED)	3000	1,800	190	734	1,720					4,444
PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
Payments to Other Dist & Govt Units (In-State)	4100									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120						880,991			880,991
Payments for Adult/Continuing Education Programs	4130									0
Payments for CTE Programs	4140						90,090			90,090
Payments for Community College Programs	4170									0
Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
Total Payments to Other Dist & Govt Units (In-State)	4100			0			971,081			971,081
Payments for Regular Programs - Tuition	4210									0
Payments for Special Education Programs - Tuition	4220									0
Payments for Adult/Continuing Education Programs - Tuition	4230									0
Payments for CTE Programs - Tuition	4240									0
Payments for Community College Programs - Tuition	4270									0
Payments for Other Programs - Tuition	4280									0
Other Payments to In-State Govt Units - Tuition <i>(Describe & Itemize)</i>	4290									0
Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
Payments for Regular Programs - Transfers	4310									0
Payments for Special Education Programs - Transfers	4320									0
Payments for Adult/Continuing Ed Programs - Transfers	4330									0
Payments for CTE Programs - Transfers	4340									0
Payments for Community College Program - Transfers	4370									0
Payments for Other Programs - Transfers	4380									0
Other Payments to In-State Govt Units - Transfers <i>(Describe & Itemize)</i>	4390									0
Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
Payments to Other Dist & Govt Units (Out of State)	4400									0
Total Payments to Other Dist & Govt Units	4000			0			971,081			971,081

BUDGET SUMMARY

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
DEBT SERVICE (ED)	5000									
Debt Service - Interest on Short-Term Debt	5100									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Property Repl Tax Anticipated Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
Total Debt Service - Interest on Short-Term Debt	5100						0			0
Debt Service - Interest on Long-Term Debt	5200									0
Total Debt Service	5000						0			0
PROVISION FOR CONTINGENCIES (ED)	6000									0
Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		6,463,929	1,278,954	619,947	1,220,692	187,679	1,028,636	2,805	29,072	10,831,714
Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		6,463,929	1,278,954	619,947	1,220,692	187,679	1,028,636	2,805	29,072	10,831,714
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Student Activity Funds 1999)										(1,492,014)
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (with Student Activity Funds 1999)										(1,492,014)
20 - OPERATIONS AND MAINTENANCE FUND (O&M)										
SUPPORT SERVICES (O&M)	2000									
Support Services - Pupil	2100									
Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190									0
Support Services - Business	2500									
Direction of Business Support Services	2510									0
Facilities Acquisition & Construction Services	2530									0
Operation & Maintenance of Plant Services	2540	511,000	80,775	292,875	360,000	567,000				1,811,650
Pupil Transportation Services	2550									0
Food Services	2560									0
Total Support Services - Business	2500	511,000	80,775	292,875	360,000	567,000	0	0	0	1,811,650
Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
Total Support Services	2000	511,000	80,775	292,875	360,000	567,000	0	0	0	1,811,650
COMMUNITY SERVICES (O&M)	3000									0
PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000									
Payments to Other Dist & Govt Units (In-State)	4100									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Payments for CTE Program	4140						44,755			44,755
Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
Total Payments to Other Dist & Govt Units (In-State)	4100			0			44,755			44,755
Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0
Total Payments to Other Dist & Govt Unit	4000			0			44,755			44,755
DEBT SERVICE (O&M)	5000									
Debt Service - Interest on Short-Term Debt	5100									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
Total Debt Service - Interest on Short-Term Debt	5100						0			0
Debt Service - Interest on Long-Term Debt	5200									0
Total Debt Service	5000						0			0
PROVISION FOR CONTINGENCIES (O&M)	6000									0

BUDGET SUMMARY

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
Total Direct Disbursements/Expenditures		511,000	80,775	292,875	360,000	567,000	44,755	0	0	1,856,405
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(530,670)
30 - DEBT SERVICE FUND (DS)										
PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000									
Payments to Other Dist & Govt Units (In-State)	4100									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
Total Payments to Other Dist & Govt Units (In-State)	4000						0			0
DEBT SERVICE (DS)	5000									
Debt Service - Interest on Short-Term Debt	5100									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
Total Debt Service - Interest On Short-Term Debt	5100						0			0
Debt Service - Interest on Long-Term Debt	5200						333,730			333,730
Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i>	5300						1,491,800			1,491,800
Debt Service - Other <i>(Describe & Itemize)</i>	5400									0
Total Debt Service	5000			0			1,825,530			1,825,530
PROVISION FOR CONTINGENCIES (DS)	6000									0
Total Direct Disbursements/Expenditures				0			1,825,530			1,825,530
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(302,845)
40 - TRANSPORTATION FUND (TR)										
SUPPORT SERVICES (TR)	2000									
Support Services - Pupils	2100									
Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190									0
Support Services - Business										
Pupil Transportation Services	2550	612,160	62,606	78,681	194,503	245,000			5,189	1,198,139
Other Support Services - Business <i>(Describe & Itemize)</i>	2900									0
Total Support Services	2000	612,160	62,606	78,681	194,503	245,000	0	0	5,189	1,198,139
COMMUNITY SERVICES (TR)	3000									0
PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
Payments to Other Dist & Govt Units (In-State)	4100									
Payments for Regular Program	4110									0
Payments for Special Education Programs	4120									0
Payments for Adult/Continuing Education Programs	4130									0
Payments for CTE Programs	4140									0
Payments for Community College Programs	4170									0
Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
Payments to Other Dist & Govt Units (Out-of-State) <i>(Describe & Itemize)</i>	4400									0
Total Payments to Other Dist & Govt Units	4000			0			0			0
DEBT SERVICE (TR)	5000									
Debt Service - Interest on Short-Term Debt	5100									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0

BUDGET SUMMARY

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
Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
Total Debt Service - Interest On Short-Term Debt	5100						0			0
Debt Service - Interest on Long-Term Debt	5200									0
Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i>	5300									0
Debt Service - Other <i>(Describe & Itemize)</i>	5400									0
Total Debt Service	5000						0			0
PROVISION FOR CONTINGENCIES (TR)	6000									0
Total Direct Disbursements/Expenditures		612,160	62,606	78,681	194,503	245,000	0	0	5,189	1,198,139
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										519,496

50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
INSTRUCTION (MR/SS)	1000									
Regular Program	1100		73,955							73,955
Pre-K Programs	1125									0
Special Education Programs (Functions 1200-1220)	1200		70,315							70,315
Special Education Programs Pre-K	1225									0
Remedial and Supplemental Programs K-12	1250		9,321							9,321
Remedial and Supplemental Programs Pre-K	1275									0
Adult/Continuing Education Programs	1300									0
CTE Programs	1400									0
Interscholastic Programs	1500		24,460							24,460
Summer School Programs	1600		2,843							2,843
Gifted Programs	1650									0
Driver's Education Programs	1700									0
Bilingual Programs	1800									0
Truant Alternative & Optional Programs	1900									0
Total Instruction	1000		180,894							180,894
SUPPORT SERVICES (MR/SS)	2000									
Support Services - Pupil	2100									
Attendance & Social Work Services	2110		4,102							4,102
Guidance Services	2120		1,075							1,075
Health Services	2130		17,943							17,943
Psychological Services	2140									0
Speech Pathology & Audiology Services	2150		125							125
Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190		8,850							8,850
Total Support Services - Pupil	2100		32,095							32,095
Support Services - Instructional Staff	2200									
Improvement of Instruction Services	2210		6							6
Educational Media Services	2220		21,027							21,027
Assessment & Testing	2230									0
Total Support Services - Instructional Staff	2200		21,033							21,033
Support Services - General Administration	2300									
Board of Education Services	2310		2,213							2,213
Executive Administration Services	2320		8,024							8,024
Special Area Administrative Services	2330		25							25
Claims Paid from Self Insurance Fund	2361									0
Risk Management and Claims Services Payments	2365									0
Total Support Services - General Administration	2300		10,262							10,262
Support Services - School Administration	2400									
Office of the Principal Services	2410		28,248							28,248

BUDGET SUMMARY

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
Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
Total Support Services - School Administration	2400		28,248							28,248

BUDGET SUMMARY

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
Support Services - Business	2500									
Direction of Business Support Services	2510									0
Fiscal Services	2520		29,500							29,500
Facilities Acquisition & Construction Services	2530									0
Operation & Maintenance of Plant Service	2540		76,867							76,867
Pupil Transportation Services	2550		93,001							93,001
Food Services	2560		20,686							20,686
Internal Services	2570									0
Total Support Services - Business	2500		220,054							220,054
Support Services - Central	2600									
Direction of Central Support Services	2610									0
Planning, Research, Development & Evaluation Services	2620									0
Information Services	2630									0
Staff Services	2640									0
Data Processing Services	2660									0
Total Support Services - Central	2600		0							0
Other Support Services - Misc. (Describe & Itemize)	2900									
Total Support Services	2000		311,692							311,692
COMMUNITY SERVICES (MR/SS)	3000									
PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Payments for CTE Programs	4140									0
Total Payments to Other Dist & Govt Units	4000		0							0
DEBT SERVICE (MR/SS)	5000									
Debt Service - Interest on Short-Term Debt	5100									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
Total Debt Service	5000						0			0
PROVISION FOR CONTINGENCIES (MR/SS)	6000									
Total Direct Disbursements/Expenditures			492,896				0			492,896
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(146,786)
60 - CAPITAL PROJECTS (CP)										
SUPPORT SERVICES (CP)	2000									
Support Services - Business										
Facilities Acquisition & Construction Services	2530					6,400,000				6,400,000
Other Support Services - Business (Describe & Itemize)	2900									0
Total Support Services	2000	0	0	0	0	6,400,000	0	0		6,400,000
PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
Payments to Other Dist & Govt Units (In-State)	4100									
Payments to Regular Programs	4110									0
Payment for Special Education Programs	4120									0
Payment for CTE Programs	4140									0
Payments to Other Govt Units - Programs (In-State) (Describe & Itemize)	4190									0
Total Payments to Other Districts & Govt Units	4000			0			0			0
PROVISION FOR CONTINGENCIES (CP)	6000									
Total Direct Disbursements/Expenditures		0	0	0	0	6,400,000	0	0		6,400,000
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(5,070,000)

BUDGET SUMMARY

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
70 WORKING CASH FUND (WC)										
80 - TORT FUND (TF)										
INSTRUCTION (TF)	1000									
Regular Programs	1100	0	0	0	0	0	0	0	0	0
Tuition Payment to Charter Schools	1115									0
Pre-K Programs	1125									0
Special Education Programs (Functions 1200 - 1220)	1200									0
Special Education Programs Pre-K	1225									0
Remedial and Supplemental Programs K-12	1250									0
Remedial and Supplemental Programs Pre-K	1275									0
Adult/Continuing Education Programs	1300									0
CTE Programs	1400									0
Interscholastic Programs	1500									0
Summer School Programs	1600									0
Gifted Programs	1650									0
Driver's Education Programs	1700									0
Bilingual Programs	1800									0
Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
Pre-K Programs - Private Tuition	1910									0
Regular K-12 Programs Private Tuition	1911									0
Special Education Programs K-12 Private Tuition	1912									0
Special Education Programs Pre-K Tuition	1913									0
Remedial/Supplemental Programs K-12 Private Tuition	1914									0
Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
Adult/Continuing Education Programs Private Tuition	1916									0
CTE Programs Private Tuition	1917									0
Interscholastic Programs Private Tuition	1918									0
Summer School Programs Private Tuition	1919									0
Gifted Programs Private Tuition	1920									0
Bilingual Programs Private Tuition	1921									0
Truants Alternative/Opt Ed Programs Private Tuition	1922									0
Total Instruction¹⁴	1000	0	0	0	0	0	0	0	0	0
SUPPORT SERVICES (TF)	2000									
Support Services - Pupil	2100									
Attendance & Social Work Services	2110									0
Guidance Services	2120									0
Health Services	2130									0
Psychological Services	2140									0
Speech Pathology & Audiology Services	2150									0
Other Support Services - Pupils (Describe & Itemize)	2190									0
Total Support Services - Pupil	2100	0	0	0	0	0	0	0	0	0
Support Services - Instructional Staff	2200									
Improvement of Instruction Services	2210									0
Educational Media Services	2220									0
Assessment & Testing	2230									0
Total Support Services - Instructional Staff	2200	0	0	0	0	0	0	0	0	0
Support Services - General Administration	2300									
Board of Education Services	2310									0
Executive Administration Services	2320									0
Special Area Administration Services	2330									0
Claims Paid from Self Insurance Fund	2361			210,737						210,737

BUDGET SUMMARY

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
Risk Management and Claims Services Payments	2365			140,664						140,664
Total Support Services - General Administration	2300	0	0	351,401	0	0	0	0	0	351,401

BUDGET SUMMARY

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
Support Services - School Administration	2400									
Office of the Principal Services	2410									0
Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
Total Support Services - School Administration	2400	0	0	0	0	0	0	0	0	0
Support Services - Business	2500									
Direction of Business Support Services	2510									0
Fiscal Services	2520									0
Facilities Acquisition & Construction Services	2530									0
Operation & Maintenance of Plant Services	2540									0
Pupil Transportation Services	2550									0
Food Services	2560									0
Internal Services	2570									0
Total Support Services - Business	2500	0	0	0	0	0	0	0	0	0
Support Services - Central	2600									
Direction of Central Support Services	2610									0
Planning, Research, Development & Evaluation Services	2620									0
Information Services	2630									0
Staff Services	2640									0
Data Processing Services	2660									0
Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
Total Support Services	2000	0	0	351,401	0	0	0	0	0	351,401
COMMUNITY SERVICES (TF)	3000									0
PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
Payments to Other Dist & Govt Units (In-State)	4100									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Payments for Adult/Continuing Education Programs	4130									0
Payments for CTE Programs	4140									0
Payments for Community College Programs	4170									0
Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
Payments for Regular Programs - Tuition	4210									0
Payments for Special Education Programs - Tuition	4220									0
Payments for Adult/Continuing Education Programs - Tuition	4230									0
Payments for CTE Programs - Tuition	4240									0
Payments for Community College Programs - Tuition	4270									0
Payments for Other Programs - Tuition	4280									0
Other Payments to In-State Govt Units - Tuition <i>(Describe & Itemize)</i>	4290									0
Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
Payments for Regular Programs - Transfers	4310									0
Payments for Special Education Programs - Transfers	4320									0
Payments for Adult/Continuing Ed Programs - Transfers	4330									0
Payments for CTE Programs - Transfers	4340									0
Payments for Community College Program - Transfers	4370									0
Payments for Other Programs - Transfers	4380									0
Other Payments to In-State Govt Units - Transfers <i>(Describe & Itemize)</i>	4390									0
Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
Payments to Other Dist & Govt Units (Out of State)	4400									0
Total Payments to Other Dist & Govt Units	4000			0			0			0
DEBT SERVICE (TF)	5000									
Debt Service - Interest on Short-Term Debt										
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Property Replacement Tax Anticipation Notes	5130									0

BUDGET SUMMARY

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
State Aid Anticipation Certificates	5140									0
Other Interest or Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
Debt Service - Interest on Long-Term Debt	5200									0
Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i>	5300									0
Debt Service - Other <i>(Describe & Itemize)</i>	5400									0
Total Debt Service	5000			0			0			0

BUDGET SUMMARY

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
PROVISION FOR CONTINGENCIES (TF)	6000									0
Total Direct Disbursements/Expenditures		0	0	351,401	0	0	0	0	0	351,401
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(134,541)
90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
SUPPORT SERVICES (FP&S)	2000									
Support Services - Business	2500									
Facilities Acquisition & Construction Services	2530									0
Operation & Maintenance of Plant Service	2540									0
Total Support Services - Business	2500	0	0	0	0	0	0	0		0
Other Support Services - Misc. (Describe & Itemize)	2900									0
Total Support Services	2000	0	0	0	0	0	0	0		0
PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
Payments to Regular Programs	4110									0
Payments to Special Education Programs	4120									0
Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
Total Payments to Other Districts & Govt Units (FPS)	4000						0			0
DEBT SERVICE (FP&S)	5000									
Debt Service - Interest on Short-Term Debt	5100									
Tax Anticipation Warrants	5110									0
Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
Total Debt Service - Interest on Short-Term Debt	5100						0			0
Debt Service - Interest on Long-Term Debt	5200									0
Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
Total Debt Service	5000						0			0
PROVISIONS FOR CONTINGENCIES (FP&S)	6000									0
Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0		0
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										130,990

BUDGET SUMMARY

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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	9,339,700	1,325,735	1,717,635	159,800	12,542,870
Direct Expenditures	10,831,714	1,856,405	1,198,139		13,886,258
Difference	(1,492,014)	(530,670)	519,496	159,800	(1,343,388)
Estimated Fund Balance - June 30, 2023	1,933,370	1,908,885	1,044,057	2,528,619	7,414,931

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 2022-2023 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 2021-2022 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.

*School Districts Only 51084016026 District Number New Berlin CUSD 25	DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2022-2023					ESTIMATED BUDGET FY2023-2024					ESTIMATED BUDGET FY2024-2025					ESTIMATED BUDGET FY2025-2026					SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET Date of Adoption: 09/15/2022				
	Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	FY2022-2023	FY2023-2024	FY2024-2025	FY2025-2026	
	Act #																								
ESTIMATED BEGINNING FUND BALANCE <i>(Must equal prior Ending Fund Balance)</i>	3,425,384	2,439,555	524,561	2,368,819	8,758,319	1,933,370	1,908,885	1,044,057	2,528,619	7,414,931	1,933,370	1,908,885	1,044,057	2,528,619	7,414,931	1,933,370	1,908,885	1,044,057	2,528,619	7,414,931	8,758,319	7,414,931	7,414,931	7,414,931	
RECEIPTS/REVENUES																									
LOCAL SOURCES	1000	6,667,740	1,275,735	1,302,040	159,800																				
FLOW THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0																				
STATE SOURCES	3000	1,184,400	50,000	415,595	0																				
FEDERAL SOURCES	4000	1,487,560	0	0	0																				
Total Receipts/Revenues		9,339,700	1,325,735	1,717,635	159,800																				
DISBURSEMENTS/EXPENDITURES																									
INSTRUCTION	1000	6,687,438			6,687,438																				
SUPPORT SERVICES	2000	3,168,751	1,811,650	1,198,139																					
COMMUNITY SERVICES	3000	4,444	0	0	4,444																				
PAYMENTS TO OTHER DISTRICTS & GOV'T. UNITS	4000	971,081	44,755	0	1,015,836																				
DEBT SERVICES	5000	0	0	0	0																				
PROVISION FOR CONTINGENCIES	6000	0	0	0	0																				
Total Disbursements/Expenditures		10,831,714	1,856,405	1,198,139	13,886,258																				
Excess of Receipts/Revenue Over/Under Disbursements/Expenditures		(1,492,014)	(530,670)	519,496	159,800																				
OTHER SOURCES/USES OF FUNDS																									
OTHER SOURCES OF FUNDS (7000)		0	311,840	0	311,840																				
OTHER USES OF FUNDS (8000)		0	311,840	0	311,840																				
TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0																				
ESTIMATED ENDING FUND BALANCE		1,933,370	1,908,885	1,044,057	2,528,619	7,414,931	1,933,370	1,908,885	1,044,057	2,528,619	7,414,931	1,933,370	1,908,885	1,044,057	2,528,619	7,414,931	1,908,885	1,044,057	2,528,619	7,414,931	7,414,931	7,414,931	7,414,931	7,414,931	

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

Fiscal Year 2022-2023

through Fiscal Year 2025-2026

New Berlin CUSD 16 51084016026

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:**

- **Short- and Long-Term Borrowing:**

- Educational Impact:

- Other Assumptions:

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

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 FY2023 budgeted expenditures over actual FY2022 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: **New Berlin CUSD 16**

RCDT Number: **51-084-0160-26**

Description	Funct. No.	Estimated Actual Expenditures, Fiscal Year 2022				Budgeted Expenditures, Fiscal Year 2023			
		(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total	(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total
1. Executive Administration Services	2320	202,271			202,271	209,592		0	209,592
2. Special Area Administration Services	2330	2,348			2,348	2,508		0	2,508
3. Other Support Services - School Administration	2490	1,024			1,024	0		0	0
4. Direction of Business Support Services	2510				0	0	0	0	0
5. Internal Services	2570				0	0		0	0
6. Direction of Central Support Services	2610				0	0		0	0
7. Deduct - Early Retirement or other pension obligations required by state law and included above.					0				0
8. Totals		205,643	0	0	205,643	212,100	0	0	212,100
9. Estimated Percent Increase (Decrease) for FY2023 (Budgeted) over FY2022 (Actual)									3%

BUDGET SUMMARY

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.
- 3^a 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) (Do not type full district name manually.)	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.	OK
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 2022 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	OK
Estimated Activity Fund Beginning Fund Balance July, 1 2022 (Cell C83) (Cell must have a number or zero. Do not leave blank.)	OK
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).	ERROR - CHECK TRANSFER(S)
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).	ERROR - CHECK TRANSFER(S)
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, 2022 (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, 2023 (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)	CHECK ERROR - NEGATIVE END BALANCE
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/expenditure use.

OK

End of Balancing



**Prairie State Insurance Cooperative (PSIC)
New Berlin CUSD #16
Member Cost Comparison**

Coverage Description	Additional Description	2022-2023	2023-2024	% Change
Fixed Costs:				
Package Policy	includes actuarial debit/credit in [] (1)	\$19,590 [0.0%]	\$24,272 [10.0%]	
Excess Property		\$16,434	\$20,397	
Boiler & Machinery		\$1,305	\$1,449	
Pollution Liability		\$1,582	\$1,677	
Excess Liability	(\$8,000,000 xs \$2,000,000)	\$4,047	\$5,275	
Student Accident - Mandatory	(\$25,000)	\$4,183	\$4,160	
Student Accident - Catastrophic	(\$7,000,000 xs \$25,000)	\$1,202	\$1,324	
Cyber Liability	(Expiring \$2,000,000) (Renewal \$2,000,000)	\$9,627	\$24,352	
Gallagher Crisis Protect		\$985	\$1,271	
Administration/Brokerage Fee		\$4,226	\$5,651	
Local Agents' Fee		\$4,226	\$5,651	
Claims Administration Fee		\$2,705	\$3,209	
Loss Control Fee		\$1,006	\$1,006	
Loss Control Fee - Cyber		N/A	\$250	
Operating Expense Fee		N/A	N/A	
Total Fixed Cost		\$71,118.28	\$99,945.35	41%

Variable Costs:				
Loss Fund - Package	Funded amount (95.3% for 2023) includes actuarial debit/credit in [] (1)	\$57,278 [0.0%]	\$67,481 [10.0%]	
Property & Casualty Program Contribution:		\$128,396.03	\$167,426.35	30%
Auditable Loss Fund (based on exposures listed below)	This figure should be budgeted under your Tort Fund.	N/A	\$3,319	

Statistical Information				
Total Insured Values	includes APD	\$39,343,579	\$42,525,965	8%
Pre-K/Elementary/Junior Students		533	621	17%
High School Students		268	250	-7%
Teachers		65	74	14%
All Other Vehicles		5	5	0%
Buses		17	20	18%
Property & Casualty Program Contribution:		\$128,396.03	\$167,426.35	30%

(1) Please note, the actuarial debit/credit system for the 2023/2024 renewal is based on 2022/2023 individual member annual contribution. This system is based on 5 years of incurred losses by member as well as 2023/2024 exposures by member.

Prairie State Insurance Cooperative

Individual Member Property/Casualty Loss Ratio

As of December 31, 2022

Member: New Berlin Community Unit School District #16

Policy Term	Total Paid & Reserved Losses	PSIC Loss Fund Collected	Loss Ratio
2017/18	\$3,066	\$25,257	12.1%
2018/19	\$175,072	\$28,734	609.3%
2019/20	\$1,727	\$35,042	4.9%
2020/21	\$5,322	\$41,901	12.7%
2021/22	\$72,925	\$52,661	138.5%
5-Year Total	\$258,113	\$183,595	140.6%

Please note the above figures do not contain any trending or development factors that are known to increase open claims.



**Prairie State Insurance Cooperative (PSIC)
New Berlin CUSD #16
Member Cost Comparison**

Coverage Description	Additional Description	2022-2023	2023-2024	% Change
Fixed Costs:				
Worker's Compensation Premium		\$4,014	\$4,521	
CRS Claims Administration Fee (WC)		\$2,630	\$2,842	
Administration/Brokerage Service Fee (WC)		\$2,152	\$2,217	
Local Agents' Fee (WC)		\$2,152	\$2,217	
Operating Expense Fee (WC)		N/A	N/A	
Loss Control Service Units (WC)		\$1,000	\$1,000	
Loss Control Service Unit Days		1 Day	1 Day	
Total Fixed Cost		\$11,947.74	\$12,796.22	7%

Variable Costs:				
Loss Fund - Workers' Compensation	Funded amount (89.04% for 2023) includes actuarial debit/credit in [] (1)	\$36,954 [.0%]	\$33,541 [-15.0%]	
Worker's Compensation Program Contribution		\$48,901.74	\$46,337.22	-5%
Auditable Loss Fund (based on payrolls listed below)	This figure should be budgeted under your Tort Fund.	\$4,256	\$4,127	

Payroll Information				
Drivers		\$318,893	\$438,681	38%
Professional Employees		\$5,088,887	\$5,650,737	11%
Cafeteria		\$115,801	\$97,030	-16%
All Other (Maintenance)		\$378,743	\$462,637	22%
Total Payroll		\$5,902,324	\$6,649,085	13%
Experience Modification Factor (MOD)		0.61	0.76	
Modified Premium		\$32,917	\$46,520	
Worker's Compensation Program Contribution:		\$48,901.74	\$46,337.22	-5%

(1) Please note, the actuarial debit/credit system for the 2023/2024 renewal is based on 2022/2023 individual member annual contribution. This system is based on 5 years of incurred losses by member as well as 2023/2024 exposures by member.

Prairie State Insurance Cooperative

Individual Member Workers Compensation Loss Ratio

As of December 31, 2022

Member: New Berlin Community Unit School District #16

Policy Term	Total Paid & Reserved Losses	PSIC Loss Fund Collected	Loss Ratio
2017/18	\$0	\$0	0.0%
2018/19	\$0	\$0	0.0%
2019/20	\$0	\$37,223	0.0%
2020/21	\$459	\$39,757	1.2%
2021/22	\$4,685	\$41,063	11.4%
5 Year Total	\$5,144	\$118,043	4.4%

Please note the above figures do not contain any trending or development factors that are known to increase open claims.

In addition, the 12/31/22 loss data was utilized in the calculation of the 2023/2024 debit/credit allocations

RESOLUTION TO SELL/DISPOSE OF SURPLUS OR OUTDATED EQUIPMENT/SUPPLIES

WHEREAS, certain equipment or supplies owned by New Berlin C.U.S.D. #16 are no longer necessary for its operation;

RESOLVED, to list for sale of certain supplies or equipment described below:

Library Books (list attached)
Desks & Office Furniture (list attached)
(2) Welders from Transportation Dept.
Pre-K Classroom Items (list attached)

The undersigned hereby certifies that he/she is the duly elected and qualified Secretary of New Berlin C.U.S.D. #16, a public school district formed pursuant to the laws of the state of Illinois, and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Education and that said meeting was held in accordance with state law on June 22, 2023, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary this 22nd day of June of 2023.

Secretary
Board of Education

June 22, 2023

TO BE DISPOSED per Karp P.

Asset Tag Number	Description	Acquisition Date (if known or approximate)	Acquisition Cost (if known or approximate)	Condition	Purchased with Federal Funds?	Method of Disposition
	A sudden change of family By Auch, Mary Jane.	11/13/2001	\$6.95	Fair		Donate to charity
	Mismatched summer By Adler, C. S. (Carole S.), author.	10/30/2001	\$6.96	Fair		Donate to charity
	The Foundling by Lloyd Alexander	1989	\$2.50	Fair		Donate to charity
	Gypsy Rizka By Alexander, Lloyd.	5/27/2010	15.00	Fair		Donate to charity
	Time cat : the remarkable journeys of Jason and Gareth By Alexander, Lloyd.	5/27/2010	5.95	Fair		Donate to charity
	No place like home By Applegate, Katherine.	5/27/2010	10	Fair		Donate to charity
	Funerals & fly fishing By Bartek, Mary.	3/1/2005	10	Fair		Donate to charity
	The lemming condition By Arkin, Alan.	5/27/2010	6.95	Fair		Donate to charity
	Captain Grey By Avi,	5/27/2010	6.95	Fair		Donate to charity
	Crispin : the cross of lead By Avi	5/27/2010	12.00	Fair		Donate to charity
	Cam Jansen and the Mystery of the Babe Ruth Baseball	11/92	2.95	Fair		Donate to charity
	Cam Jansen and the Mystery of the Babe Ruth Baseball	?	9.95	Fair		Donate to charity
	Ruthie's gift By Bradley, Kimberly Brubaker	5/27/2010	6.00	Fair		Donate to charity
	Goodbye, Charley By Buchanan, Jane,	5/27/2010	16.00	Fair		Donate to charity
	Some friend By Bradby, Marie.	5/27/2010	16.00	Fair		Donate to charity

Circle of gold By Boyd, Candy Dawson.	5/27/2010	5.00	Good		Donate to charity
Tales of a fourth grade nothing By Blume, Judy	5/27/2010	\$6.95	Fair		Donate to charity
On my honor By Bauer, Marion Dane	11/20/2001	5.95	Fair		Donate to charity
Anna of Byzantium By Barrett, Tracy,	2/28/2002	14.95	Fair		Donate to charity
Stealing South : a story of the Underground Railroad By Ayres, Katherine	5/13/2003	8.00	Fair		Donate to charity
Smugglers' Island By Avi	11/7/2003	10.00	Fair		Donate to charity
The Christmas rat By Avi	3/2/2006	5.00	Fair		Donate to charity
The fighting ground By Avi	3/8/2007	7.00	Fair		Donate to charity
Midnight magic By Avi	3/3/2006	5.00	Fair		Donate to charity
The secret school By Avi	3/2/2006	5.00	Fair		Donate to charity
Blubber By Blume, Judy	11/27/2001	6.95	Fair		Donate to charity
The red trailer mystery By Campbell, Julie	9/12/2011	7.00	Fair		Donate to charity
Diamonds in the dirt By Campbell, Archie	12/5/2005	5.00	Fair		Donate to charity
The 18th emergency By Byars, Betsy	12/18/2001	6.95	Fair		Donate to charity
Cracker Jackson By Byars, Betsy	12/18/2001	11.95	Fair		Donate to charity
On thin ice By Peters, Stephanie True	2/8/2005	10.00	Fair		Donate to charity
The best-loved doll. By Caudill, Rebecca	1/15/2002	11.95	Fair		Donate to charity
I see the moon By Christiansen, C. B	1/15/2002	6.95	Fair		Donate to charity
Up and down the river. By Caudill, Rebecca	1/15/2002	11.95	Fair		Donate to charity
Did you carry the flag	1/15/2002	11.95	Fair		Donate to

today, Charley? By Caudill, Rebecca						charity
The memory prisoner By Bloor, Thomas	10/6/2003	8.00	Fair			Donate to charity
Seven wonders of Sassafras Springs By Birney, Betty G	3/29/2012	10.00	Fair			Donate to charity
The Berenstain Bears and the Nerdy Nephew by Stan & Jan Berenstain	?	3.50	Fair			Donate to charity
Berenstain Bears in Maniac Mansion Stan & Jan Berenstain	?	3.50	Fair			Donate to charity
Secret of the underground room By Bellairs, John	11/20/2001	6.95	Fair			Donate to charity
In A bear named Trouble By Bauer, Marion Dane	4/24/2007	6.00	Fair			Donate to charity
Queen of hearts By Cleaver, Vera	1/15/2002	5.95	Fair			Donate to charity
Socks by Cleary, Beverly	1/88	3.00	Fair			Donate to charity
Runaway Ralph by Cleary, Beverly	1/88	6.85	Fair			Donate to charity
Risby by Cleary, Beverly	?	6.85	fair			Donate to charity
Ramona Forever by Cleary, Beverly	?	?	fair			Donate to charity
Beezus and Ramona by Cleary, Beverly	?	?	fair			Donate to charity
The Apprenticeship of Lucas Whitaker by DeFelice	?	4.50	Good			Donate to charity
Snail Mail No More by Danziger	1/2001	4.99	Good			Donate to charity
PS Longer Letter Later by Danziger	1999	4.99	Fair			Donate to charity
Amber Brown Sees Red	1998	9.77	Fair	1998 LSTA Grant		Donate to charity
The great flood mystery By Curry, Jane Louise	1/29/2002	11.95	Good			Donate to charity

Red kayak By Cummings, Priscilla	11/8/2006	11.00	Fair		Donate to charity
Chicken feathers By Cowley, Joy	9/15/2008	16.00	Good		Donate to charity
The misadventures of Maude March, or, Trouble rides a fast horse By Couloumbis, Audrey	11/16/2007	12.00	Good		Donate to charity
The Ballad of Lucy Whipple by Cushman	?	4.95	Fair		Donate to charity
A face first By Cummings, Priscilla	10/8/2004	10.00	Fair		Donate to charity
My Teacher is an Alien by Coville	?	?	Poor		Donate to charity
Granny Torrelli makes soup By Creech, Sharon	1/17/2013	?	Good		Donate to charity
Granny Torrelli makes soup By Creech, Sharon	3/17/2006	?	Fair		Donate to charity
Absolutely Normal Chaos by Creech	?	4.50	Fair		Donate to charity
Agapanthus Hum and Major Bark By Cowley, Joy	2/18/2002	14.00	Fair		Donate to charity
The grey king By Cooper, Susan	1/22/2002	6.55	Fair		Donate to charity
Silver on the tree By Cooper, Susan	5/3/2006	?	Fair		Donate to charity
Choosing sides By Cooper, Ilene	1/22/2002	15.00	Fair		Donate to charity
Trout summer By Conly, Jane Leslie	1/22/2002	5.95	Good		Donate to charity
While no one was watching By Conly, Jane Leslie	1/22/2002	16.95	Fair		Donate to charity
King of shadows By Cooper, Susan	2/28/2002	16.00	Fair		Donate to charity
Romona Quimby, Age 8 by Cleary	?	?	Fair		Donate to charity
Ralph S. Mouse By Cleary, Beverly	6/10/2003	6.00	Poor		Donate to charity

	Otis Pofford by Cleary	?	?	Fair		Donate to charity
	The Mouse and the Motorcycle by Cleary	?	?	Fair		Donate to charity
	Mitch and Amy by Cleary	?	?	Fair		Donate to charity
	Henry and the Clubhouse by Cleary	?	??	Fair		Donate to charity
	Henry Huggins By Cleary, Beverly	6/10/2003	6.00	Good		Donate to charity
	Nellie Bishop by Clark	2001	4.95	Good		Donate to charity
	Mishmash and the big fat problem By Cone, Molly	1/22/2002	11.86	Fair		Donate to charity
	Mishmash. By Cone, Molly	1/22/2002	5.95	Fair		Donate to charity
	Mishmash and the substitute teacher. By Cone, Molly	1/22/2002	7.71	Fair		Donate to charity
	Jump ship to freedom By Collier, James Lincoln	1/22/2002	5.95	Fair		Donate to charity
	Emily's Runaway Imagination by Cleary	?	?	Fair		Donate to charity
	Ellen Tebbits by Cleary	?	6.85	Fair		Donate to charity
	The Adventures of Pinocchio by Colledi	?	3.75	Poor		Donate to charity
	Mieko and the fifth treasure By Coerr, Eleanor	1/15/2002	14.95	Fair		Donate to charity
	The cat who went to heaven By Coatsworth, Elizabeth	1/15/2002	5.95	Fair		Donate to charity
	Help! I'm a prisoner in the library By Clifford, Eth	1/15/2002	11.86	Fair		Donate to charity
	The Pinballs by Byars	?	?	Poor		Donate to charity
	Coast to Coast by Byars	?	3.99	Fair		Donate to charity
	Ida Early comes over the	12/11/2001	6.95	Fair		Donate to

	mountain By Burch, Robert					charity
	The incredible journey By Burnford, Sheila	12/11/2001	11.95	Fair		Donate to charity
	SOS Titanic By Bunting, Eve	12/11/2001	6.95	Fair		Donate to charity
	The hideout By Bunting, Eve	12/11/2001	6.95	Fair		Donate to charity
	The house of wings By Byars, Betsy	12/18/2001	6.95	Good		Donate to charity
	The summer of the swans By Byars, Betsy	12/18/2001	6.95	Poor		Donate to charity
	The pinballs By Byars, Betsy	12/18/2001	11.95	Fair		Donate to charity
	River Thunder by Hobbs	?	4.50	Good		Donate to charity
	Team Picture by Huges	?	16.00	Fair		Donate to charity
	The Hot and Cold Summer by Hurwitz	?	?	Fair		Donate to charity
	Baseball fever By Hurwitz, Johanna	12/11/2001	?	Fair		Donate to charity
	Ever-clever Elisa By Hurwitz, Johanna	2/8/2005	15.00	Fair		Donate to charity
	The birthday room By Henkes, Kevin	5/6/2002	8.00	Good		Donate to charity
	The summer of the bonepile monster By Henderson, Aileen Kilgore	11/7/2003	15.00	Fair		Donate to charity
	Danger at the Wild West show By Hart, Alison	10/8/2003	10.00	Fair		Donate to charity
	How to save your tail By Hanson, Mary Elizabeth	1/5/2009	16.00	Good		Donate to charity
	Kokopelli's Flute by Hobbs	?	4.50	Fair		Donate to charity
	Jackie's Wild Seattle By Hobbs, Will.	5/16/2005	8.00	Fair		Donate to charity
	Jason's gold By Hobbs, Will	5/9/2002	8.00	Fair		Donate to charity

	Beardance by Hobbs	?	?	Fair		Donate to charity
	The year of Miss Agnes By Hill, Kirkpatrick	3/31/2003	10	Fair		Donate to charity
	Hound Heaven by High	?	14.95	Fair		Donate to charity
	Being Youngest by Heyen	?	15.95	Fair		Donate to charity
	The New You by Leverich	2001	4.50	Poor		Donate to charity
	The great brain By Fitzgerald	2/5/2015	?	Fair		Donate to charity
	Strawberry Girl by Lenski	?	6.85	Fair		Donate to charity
	In the Year of the Boar and Jackie Robinson	?	?	Fair		Donate to charity
	Pippi in the South Seas	?	3.95	Fair		Donate to charity
	Afternoon of the Elves	?	3.99	Poor		Donate to charity
	Wander by Linquist	2001	4.50	Fair		Donate to charity
	In the stone circle By Kimmel	4/11/2005	8	Fair		Donate to charity
	In the stone circle By Kimmel	3/2/2006	8	Fair		Donate to charity
	One Golden Year by Hubbard	?	3.99	Fair		Donate to charity
	The Pepins and their problems By Horvath	3/10/2006	16.00	Fair		Donate to charity
	Mama By Hopkins	3/25/2003	10.00	Fair		Donate to charity
	Rivals By Hopper	5/4/2006	?	Fair		Donate to charity
	One true friend By Hansen	8/30/2004	12.00	Fair		Donate to charity
	The Planet of Junior Brown by Hamilton	1992	4.95	Fair		Donate to charity
	Cousins by Hamilton	?	?	Fair		Donate to charity

	MC Higgins the Great by Hamilton	?	?	Fair		Donate to charity
	Witness By Hesse	4/25/2002	12.00	Good		Donate to charity
	Letters from Rifka	2001	3.99	Fair		Donate to charity
	Elmer and the dragon By Gannett	10/15/2004	?	Poor		Donate to charity
	Brendan Buckley's universe and everything in it By Frazier	10/3/2012	7.00	Good		Donate to charity
	If the shoe fits By Mason	4/21/2006	?	Poor		Donate to charity
	Seven Spiders Spinning by Maguire	?	4.50	Fair		Donate to charity
	The Slave Dancer by Fox	?	6.00	Poor		Donate to charity
	Johnny Tremain	?	2.49	Fair		Donate to charity
	Flying Solo by Fletcher	?	4.50	Fair		Donate to charity
	Jim Ugly by Fleischman	1995	3.50	Fair		Donate to charity
	Seedfolks by Fleischman	?	4.95	Fair		Donate to charity
	Danger in the Desert By Terman	3/25/2003	10.00	Fair		Donate to charity
	Bandit's moon By Fleischman	4/25/2002	8.00	Fair		Donate to charity
	The million dollar strike By Gutman	8/10/2009	5.00	Fair		Donate to charity
	Get on out of here, Philip Hall by Greene	?	?	Fair		Donate to charity
	Owen Foote, second grade strongman By Greene	12/19/2008	12.00	Fair		Donate to charity
	As Ever, Gordy	?	15.00	Fair		Donate to charity
	Running Out of Time by Haddix	?	3.99	Poor		Donate to charity

	Hannah, divided By Griffin	3/9/2006	15.99	fair		Donate to charity
	Rabbit Hill by Lawson	?	7.10	Poor		Donate to charity
	The diamond in the window By Langton	11/7/2003	8.00	Fair		Donate to charity
	This can't be happening at Macdonald Hall! By Korman	5/25/2021	6.00	Fair		Donate to charity
	Up from Jericho Tel By Konigsburg	11/7/2003	8.00	Good		Donate to charity
	(George) By Konigsburg	4/25/2002	8.00	Fair		Donate to charity
	Wild trek. By Kjelgaard	3/25/2003	10.00	Fair		Donate to charity
	The school at Crooked Creek By Lawlor	3/9/2006	?	Fair		Donate to charity
	Dancing in Cadillac light By Holt	5/9/2002	12.00	Fair		Donate to charity
	Behind the lines By Holland	10/15/2004	12.00	Fair		Donate to charity
	Any small goodness : a novel of the barrio By Johnston	3/20/2006	?	Fair		Donate to charity
	Any small goodness : a novel of the barrio By Johnston	5/16/2005	8.00	Fair		Donate to charity
	Rip-roaring Russell by Hurwitz	?	?	Fair		Donate to charity
	The night flyers By Jones	5/6/2002	12.00	Fair		Donate to charity
	Ghost light on Graveyard Shoal By Jones	10/8/2003	12.00	Fair		Donate to charity
	Disaster on Windy Hill By Johnson	11/7/2003	12.00	Fair		Donate to charity
	The Grizzly by Johnson	?	?	Fair		Donate to charity
	Hannah West in deep water : a mystery By Johns, Linda	8/23/2007	15.00	Fair		Donate to charity

	Journey to the river sea By Ibbotson	1/4/2006	6.00	Fair		Donate to charity
	The Turnabout Shop By Rodowsky	3/2/2006	5.00	Fair		Donate to charity
	Yankee girl By Rodman	11/16/2007	17.00	Good		Donate to charity
	Kaya shows the way : a sister story By Shaw,	10/26/2004	12.00	Fair		Donate to charity
	The Houdini box By Selznick	9/23/2010	7.00	Fair		Donate to charity
	Chester Cricket's New Home by Selden	?	?	Fair		Donate to charity
	Harry Cat's Pet Puppy	?	?	Fair		Donate to charity
	The Cricket in Times Square	?	?	Poor		Donate to charity
	Tucker's Countryside	?	?	Poor		Donate to charity
	The Night the Whole Class Slept Over Trouble don't last By Pearsall	?	?	Fair		Donate to charity
	Liars by Peterson	?	?	Fair		Donate to charity
	Soup by Peck	?	?	Fair		Donate to charity
	Soup's Hoop by Peck	?	?	Fair		Donate to charity
	Trouble don't last By Pearsall	10/5/2004	8.00	Fair		Donate to charity
	Titlawhirl John by Paulsen	?	?	Fair		Donate to charity
	The Haymeadow by Paulsen	?	3.99	Fair		Donate to charity
	Dancing Carl by Paulsen	?	?	Fair		Donate to charity
	Kathleen : the Celtic knot By Parkinson	1/13/2012	8.00	Fair		Donate to charity
	The Last Man's Reward	?	?	Good		Donate to charity

	Jacob have I Loved by Paterson	?	?	Fair		Donate to charity
	Jip by Paterson	1998	11.19	Fair	1998 LSTA Grant	Donate to charity
	A small white scar By Nuzum	11/2/2009	12.00	Good		Donate to charity
	Zia by O'Dell	?	12.28	Poor		Donate to charity
	Black Star, Bright Dawn by O'Dell	?	12.71	Poor		Donate to charity
	Island of the Blue Dolphins by O'Dell	?	?	Poor		Donate to charity
	Take a chance, Gramps! By Okimoto	5/3/2006	?	Fair		Donate to charity
	The graduation of Jake Moon By Park	5/9/2002	10.00	Good		Donate to charity
	When my name was Keoko By Park	8/23/2004	12.00	Good		Donate to charity
	The Sin Eater by Schmidt	?	?	Fair		Donate to charity
	White water By Petersen	3/25/2003	10.00	Fair		Donate to charity
	The Fire Pony by Philbrick	?	?	Fair		Donate to charity
	Treasures in the Dust	2001	4.95	Fair		Donate to charity
	Clockwork, or All wound up By Pullman	11/18/2010	?	Fair		Donate to charity
	The strange case of Baby H By Reiss	5/21/2003	13.00	Fair		Donate to charity
	Summer of the Monkeys by Rawls	?	?	Poor		Donate to charity

Lori Niemeier

From: Matt Brown <mbrown@pretzelpride.com> on behalf of Matt Brown
Sent: Wednesday, June 7, 2023 7:58 AM
To: Lori Niemeier
Subject: Furniture

Hey Lori

These are the things I would like to get rid of.

- 3 teachers' desks.
- 5 student chairs.
- 4 file cabinets.
- 5 wooden shelves .
- 2 old metal tables with wooden tops.
- 12 student desk.
- 1 old metal cabinet.

Thanks Matt

Matt Brown
New Berlin Jr/Sr High
Facilities Director/ 7th Grade Boys Basketball Coach
217-488-6012 ext 238



Lori Niemeier

From: Brandi Maxedon <bmaxedon@pretzelpride.com> on behalf of Brandi Maxedon
Sent: Tuesday, June 6, 2023 10:12 AM
To: Matt Brown; Jilinda Larson; Lori Niemeier
Subject: Fwd: PreK items to discard
Attachments: IMG_9699.jpeg; IMG_9698.jpeg; IMG_9696.jpeg; IMG_9695.jpeg; IMG_9694.jpeg; IMG_9693.jpeg; IMG_9692.jpeg; IMG_9691.jpeg; IMG_9697.jpeg

Pre-k stuff for disposal.

----- Forwarded message -----

From: Whitney Sutera <wsutera@pretzelpride.com>
Date: Thu, Jun 1, 2023 at 1:09 PM
Subject: PreK items to discard
To: Brandi Maxedon <bmaxedon@pretzelpride.com>

The following items are wanting to be discarded. The PreK and Kindergarten no longer use. These items were most liked donated to the school from teachers over the years. They are labeled and located in the PreK outdoor closet off the PreK/K/1st grade playground.

Play workbench
Box of FP cars and toys
Small bike-tires need to be replaced
2 play grocery carts
2 car tracks
Play cleaning cart
Play kitchen
Bag of assorted stuffed animals, 2 dolls and misc doll toys

Please advise when the board approves them being tossed. I can drop them off at Goodwill if they don't need to go to a landfill.

--

Thank you,
Brandi S. Maxedon
Principal
New Berlin Elementary
217-488-6054

NEW BERLIN ELEMENTARY HANDBOOK

2023 - 2024





New Berlin CUSD #16 2023 - 24 School Calendar



August 2023						
Mon	Tue	Wed	Thu	Fri	Total	
	1	2	3	4	0	
7	8	9	TI	TI	0	
TI	15*	16*	17*	18*	4	
21	22	23	24	25	5	
28	29	30	31		4	
			Total			13

September 2023						
Mon	Tue	Wed	Thu	Fri	Total	
				1	1	
HOL	5	6	7	8	4	
11	12	13	14	XHS	5	
18	19	20	21	22	5	
25	26	PT*	PT*	NIA/PT	5	
						20
			Total			33

October 2023						
Mon	Tue	Wed	Thu	Fri	Total	
2	3	4	5	6	5	
HOL	10	11	12	13	4	
16	17	18	19	20	5	
23	24	25	26	27	5	
30	31				2	
						21
			Total			54

November 2023						
Mon	Tue	Wed	Thu	Fri	Total	
		1	2	3	3	
6	7	8	XHS	HOL	4	
13	14	15	16	17	5	
20	21*	NIA	HOL	NIA	2	
27	28	29	30		4	
						18
			Total			72

December 2023						
Mon	Tue	Wed	Thu	Fri	Total	
				1	1	
4	5	6	7	8	5	
11	12	13	14	15	5	
18	19	20	21*	NIA	4	
NIA	NIA	NIA	NIA	NIA	0	
						15
			Total			87

January 2024						
Mon	Tue	Wed	Thu	Fri	Total	
NIA	NIA	TI	4	5	2	
8	9	10	11	12	5	
HOL	16	17	18	19	4	
22	23	24	25	26	5	
29	30	31			3	
						19
			Total			106

February 2024						
Mon	Tue	Wed	Thu	Fri	Total	
			1	2	2	
5	6	7	8	9	5	
12	13	14	15	XHS	5	
HOL	20	21	22	23	4	
26	27	28	29		4	
						20
			Total			126

March 2024						
Mon	Tue	Wed	Thu	Fri	Total	
				1	1	
4	5	6	7	8	5	
11	12	13	14	15	5	
18	19	20	21	22	5	
NIA	NIA	NIA	NIA	NIA	0	
						16
			Total			142

April 2024						
Mon	Tue	Wed	Thu	Fri	Total	
1	2	3	4	5	5	
8	9	10	11	12	5	
15	16	17	18	19	5	
22	23	24	25	XHS	5	
29	30				2	
						22
			Total			164

May 2024						
Mon	Tue	Wed	Thu	Fri	Total	
		1	2	3	3	
6	7	8	9	10	5	
13	14	15	16*	XED	4	
XED	XED	XED	XED	24	0	
HOL	28	29	30	31	0	
						12
			Total			176

June 2024						
Mon	Tue	Wed	Thu	Fri	Total	
3	4	5	6	7	0	
10	11	12	13	14	0	
17	18	19	20	21	0	
24	25	26	27	28	0	
						0
			Total			176

School Holidays (HOL)	
Labor Day	Sept. 4, 2023
Columbus Day	Oct. 9, 2023
Veterans' Day	Nov. 10, 2023
Thanksgiving Day	Nov. 23, 2023
MLK Day	Jan. 15, 2024
President's Day	Feb. 19, 2024
Memorial Day	May 27, 2024

Codes:
 *=2:21 pm dismissal
 TI = Teacher Institute Day - No School for Students
 Monthly Professional Development/1:00 pm Dismissal
 NIA = Not in Attendance - School not in Session
 End of Quarter
 Parent-Teacher Conferences/Students dismissed at 2:21 pm
 HOL = Legal Public School Holiday -No School
 XHS = Half-day School Improvement-11:45 am
 XED = Emergency Days - 5 emergency days are built into the calendar. If any emergency/snow days are used, the school ending date will change.
 Board Approval 2/16/2023
 amended 5/18/2023

School Begins/Teachers	August 10, 2023
1st Student Attendance Day	August 15, 2023
End of 1st Quarter	October 16, 2023
End of 2nd Quarter	December 21, 2023
End of 3rd Quarter	March 6, 2024
School Ends (if no snow days)	May 17, 2024
Total Student Attendance Days	176
Emergency Days	5
Teacher Institute/Workshop	4
Total Calendar Days	185
Semester 1 Total Days	87
Semester 2 Total Days	89
	176

Welcome**School Calendar****Chapter 1: Introductory Information & General Notices** (page 4)

* CUSD #16 Mission Statement * School Operations During a Pandemic or Other Health Emergency * General School Information * NBE Staff * Daily Schedule/Arrival & Dismissal * Closed Campus * Communication * Notes/Emails from Home * Telephone * Visitor/Volunteers * Equal Opportunity Statement * Animals on School Property * Toys/Personal Items * Invitations & Gifts * Weather & Emergency School Closings * Video & Audio Monitoring Systems * Accommodating Individuals with Disabilities * Students with Food Allergies * Treats * Care of Students with Diabetes * Suicide & Depression Awareness & Prevention

Chapter 2: Residency & Attendance, Grading & Promotion (page 12)

Enrollment * Residency * Attendance * Student Absences * Appointments * Tardiness * Make-up Work * Truancy * Excessive Absences * Absences and After School Activities * Release Time for Religious Instruction & Observance * Grading & Promotion * Homework & Make-up Work * Conferences * Exemption from PE Requirement * Home & Hospital Instruction

Chapter 3: Student Fees & Food Service (page 18)

Student Fees, Fines, Charges & Waivers of Student Fees * Food Services * Free & Reduced Eligibility

Chapter 4: Transportation (page 20)

Parent Transportation * Bus Transportation * Bus Conduct * Parking

Chapter 5: Health & Safety (page 22)

* Wellness Policy * Child Abuse * Nurse's Office * Emergency Contact Information, Illness at School * Anaphylaxis* Accidents * Immunizations & Required Examinations * Student Medication * Medication Procedures * Guidance & Counseling * Safety Drill Procedures * Communicable Diseases * Head Lice

Chapter 6: Student Conduct & Discipline (page 26)

General Building Conduct * PBIS * Prevention of and Response to Bullying, Intimidation & Harassment * School/Student Dress Code * Field Trips * Student Discipline * Access to Student Social Networking * Student Use of Electronic Devices * Prohibited Student Conduct* Isolated Time Out* Corporal Punishment* Weapons* Gang Activity* Student Re-Entry

Chapter 7: Internet, Technology & Publications (page 38)

Internet Acceptable Use, Privileges & Unacceptable Use * Network Etiquette * No Warranties, Indemnification, Security, Vandalism, Telephone Charges, Copyright or Website Publishing Rules, Use of Mail * Annual Notice to Parents about Educational Technology

Chapter 8: Search & Seizure (page 42)

Students * Seizure of Property

Chapter 9: Special Education (page 42)

Education of Children with Disabilities * Discipline of Students with Disabilities * Accommodating Individuals with Disabilities * Request to Access Classroom

Chapter 10: Student Records & Privacy (page 45)

Student Privacy Protections * Surveys by Third Parties or Requesting Personal Information * Instructional Material * Student Records * Student Biometric Information

Chapter 11: Parental Rights & Notifications (page 49)

Teacher Qualifications * Testing Transparency * Annual Report Card * Unsafe School Choice Option * Classroom Assignments * Standardized Testing * Testing * Curriculum & Programs * Awards * Other Rewards/Activities * Homeless Child's Right to Education * Sex Education & Sex Abuse Avoidance Education * Sexual Offender Notification Law * Sex Offender & Violent Offender Community Notification Act * Child Abuse/Mandated Reporters * School Visitation Rights * Guidelines for Distribution of Publications* Pesticide Application Notice * Asbestos Policy

Signature Sheet (page 59)

WELCOME!

Welcome to New Berlin Elementary School! We at NBE are pleased to have you as part of our learning community. We are committed to doing our very best to provide a safe and supportive environment in which your child can learn and grow. In order to accomplish this goal, we rely on close cooperation and collaboration with the parents and families of our students. The NBE Student Handbook was developed to answer many of the commonly asked questions that students and parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take the time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year, and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

Brandi Maxedon - Principal
Shelley Haas - Assistant Principal

CHAPTER 1: INTRODUCTORY INFORMATION AND GENERAL NOTICES

CUSD #16 MISSION STATEMENT

The mission of CUSD #16 is to serve our communities by equipping students with the skills and tools needed to achieve their personal best and demonstrate Pretzel PRIDE--

Perseverance
Respect
Integrity
Discipline
Empathy

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

GENERAL SCHOOL INFORMATION

This handbook contains all required notices and information and was developed with the guidance of the IPA Model Student Handbook. This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.pretzelpride.com or at the Board office, located at: 600 N. Cedar, New Berlin, IL. The School Board governs the school district, and is elected by the community. Current CUSD #16 School Board members are:

Stephanie Neuman, President
Chris Gordon, Vice President
Bill Marr, Secretary
Jenny Mann, Member
Jerry Bishoff, Member
Holly Kotner, Member
Josh Beard, Member

The School Board has hired the following administrative staff to operate New Berlin Elementary:

Jill Larson, Superintendent
Brandi Maxedon, Principal
Shelley Haas, Assistant Principal

NEW BERLIN ELEMENTARY STAFF

Birth - 3 - Maureen Bossert
Pre-K - Holly Ruppel
Pre-K - Carrie Dawdy
Pre-K - Darci Steck
Kindergarten - Elizabeth Birch, Wendy Kanllakan, Jolene Luca, Jennifer McQuality, Madison Reynolds
First Grade - Sarah Bentley, Jennifer Brown, Audrey Lanzotti, Whitney Peecher
Second Grade - Jenna Cisco, Renee Cooper, Skyler Davis, Sarah Smith
Third Grade - Kara Cox, Christina Iacono, Katelyn Moran, Emily Sworobowicz
Fourth Grade - Kimberly Hepperly, Elizabeth Nutt, Taylor Maus
Fifth Grade - Tyler Berola, Stacey Maxson, Jamie Brown
Special Education Structured Classroom - Nealy Hicks
Reading Intervention Specialist - Amanda Fleshman
Reading Specialist/Reading Recovery - Kimberly Pearce
Art - Andrea Rupnik
Physical Education - Cam Cummings, James Dambacher
General Music (K-5) - Katie Barrett
Band (5th) - Abigail McGrath
Librarian - Kara Pecoraro
Library Aide - McKenzie Ward
Secretaries - Jodi Danenberger, Angie Marr
School Nurse - Jami Huesing
Social Workers - Olga Lopez, Peyton Kirkpatrick
Psychologist - Keenan Kittell

SASED Staff - Chelsea Beard, Baylee Jones, Danielle Moon, Julie Rector, Amy Shoemaker

Special Education Administrator – Joe Viola

Special Education - Courtney Fry, Nealy Hicks, Erin Luttrell, Karlie MacKenzie

Speech Pathologist – Isabella Cox

Paraprofessionals –Emma Curtin, Jonelle, Hinnen, Jamie Hulett, Lauren Hulett, Kim Jones, Samantha Martin, Dani Menser, Nick Morrison, Whitney Sutera, Earl Green, Morgan Lonergan, Brooke Brummett, Amanda Robinson

Technology Coordinator – Kevin Cummins; Tech Staff - Mike Squires, TJ Wilsey

Director of Maintenance – Matt Brown

Custodial Staff – Andy Ball, Travis Creasey, Vince King, Brian Nickelson, Brett Ruppel

Director of Food Services – Heather Pidcock

Kitchen Staff – Chris Cansler, Dalton Dawdy, Angie Johnson, Trudy Kunz

Transportation Director - Seth Hill

DAILY SCHEDULE

The building will be open to students at 7:40 a.m. Students *should not* arrive at school before 7:40 a.m.

Students must be in their assigned classroom at 8:15 a.m. or he/she will be marked tardy. The students' school day ends at 3:15 p.m. The teachers' school day is 8:00 a.m. to 3:31 p.m.

NBE STAFF ARE NOT RESPONSIBLE FOR STUDENTS WHO ARRIVE AT SCHOOL BEFORE 7:40 A.M. OR WHO REMAIN IN THE BUILDING AFTER 3:15 P.M.

Students will have a minimum 30 minute lunch/recess.

CLOSED CAMPUS

CUSD #16 schools operate a closed campus. Students will not be allowed to leave campus after arriving at school for any reason other than to keep medical appointments or for family emergencies. Students leaving campus for any reason must be given permission by the principal and be picked up by a parent or person listed in Skyward. Students are not allowed to go home for lunch.

COMMUNICATION

Communication between school and home may be initiated by school personnel or parents/guardians. School staff will strive to respond promptly to parent communication, typically within 24 hours or less during normal school hours. The formats for communication might involve:

- Phone calls
- Handwritten notes
- Email
- Student planners
- Newsletters

In addition, school personnel will use the following forums to share news and information:

- NBE Facebook page
- District and NBE electronic platforms

Parents should routinely check their child's book bag and planner for these communications, in addition to accessing the electronic information available.

NOTES/EMAILS FROM HOME

Students must have a note signed by a parent or guardian for the following situations.

- Explanation of an absence unless phone contact or email communication is made.
- Request for a student to leave the school grounds for any reason during school hours.
- A request for an extended release from outdoor recess or PE must be accompanied by a doctor's note.

If your child is going home any other way than usual, a note, phone call or email is needed. If we are not notified of a change by the parent by 1:45 p.m, we must send the child home on his/her normal route. **If children plan to go home with another child, then the parents of all children involved must notify the school.**

TELEPHONE

The use of the telephone by students is discouraged except in cases of emergency. If there are changes in after school arrangements, please inform the school before noon. Confusion over after school activities, such as scheduled sports events, social arrangements, and/or school materials left at home are not considered emergencies.

VISITORS/VOLUNTEERS

All doors will be closed and locked at 8:15 a.m.

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Parents will not be permitted to go to the classroom during instructional time.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.

15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor sticker before going to their destination.

EQUAL OPPORTUNITY STATEMENT AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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 or parent/guardian with a sex equity or equal opportunity concern should contact: Administration.

ANIMALS ON SCHOOL PROPERTY

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

TOYS/PERSONAL ITEMS

Toys or personal items should not be brought to school. The school is not responsible if personal items, toys, electronics are lost, broken or stolen. This includes but not limited to: Pokemon Cards, handheld video games, phones, dolls, matchbox cars, etc.

INVITATIONS AND GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed unless **ALL** of the students in class are included. Similarly, cards and gifts from one student to another must not be brought to school. Items such as these are of a personal nature and should be mailed home using the list in the school directory, prepared and published by the Pretzel PTO. The school cannot provide names, addresses, or phone numbers of children attending CUSD #16 schools.

WEATHER AND EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. An all-call through School Messenger will also be made. School closings for any reason will be announced by as early as possible. For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If there are special arrangements, the office and the classroom teacher should be made aware of the change in the child’s routine.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

Children will go outside for all recesses when the combined temperature and wind chill is 20 degrees or above unless it is raining, hailing, lightning, snowing. If the conditions are favorable for immediate thunderstorms or tornadoes, the students may also be kept indoors. If the wind chill drops below 20 degrees (feels like temperature) or the heat index rises above 95 degrees (feels like temperature), recess will be held indoors.

Parents may want to apply sunscreen in the morning before school on warm, sunny days. Throughout the winter months please remember to send winter coats, gloves, and hats to school with your children every day. It is in the students' best interest to have these items at school at all times so that they may be used to keep them warm and dry. Students may be excluded from recess if they do not have appropriate clothing determined by school personnel.

VIDEO AND AUDIO MONITORING SYSTEMS

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

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building Principal and School Nurse at 488-6054 immediately. A note or email must be on file in the nurse's office.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. Cross Reference: PRESS 7:285, *Food Allergy Management Program*

TREATS

We love to help students celebrate their birthdays! **Due to an increasing number of students with food allergies, we are "food free" for birthday celebrations.** The teachers each have special ways to help students celebrate a birthday at school. If you would like to help your child celebrate at school, some options are:

- Selecting and purchasing a "Birthday Book" for the library in your child's honor
- Sending pencils, bookmarks, or other small items for your child to hand out to classmates for each child in the classroom.

Special deliveries (i.e. balloons, flowers, etc.) will not be delivered to the classroom and will be held in the office until after school. These items do not transport well on the bus, so parents should make other arrangements for end of the day transportation.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

CHAPTER 2: RESIDENCY, ATTENDANCE, GRADING & PROMOTION

ENROLLMENT

Students who are five years old on or before September 1, are eligible to attend Kindergarten during the current school year. Students new to the district will be placed by the former public school's permanent records or by staff testing. Parents/guardians of students enrolling in the district for the first time will be required to provide a certified copy of the child's birth certificate. A copy will be made for the student's file, and the original will be returned to the parent/guardian. Additionally, proof of residence (see following section) and proof of required health information (see Chapter 6) must be provided. As per Illinois School Code, students enrolled in kindergarten may attend half-day only. Classroom assignment and placement in the morning or afternoon will be determined by the administration.

RESIDENCY

Student Enrollment & County Residency – to be enrolled in Community Unit School District #16, students must reside full time in this school district with their natural parent(s) or legal guardian(s). Students and their parent(s)/guardian(s) must be full-time CUSD #16 residents. A resident is defined as an individual who is a full-time occupant of a dwelling located in CUSD #16 and who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the school district, but does not reside in the school district, is not considered a resident.

Proof of Residence – Proof of residence is required when a student initially enrolls in a school and whenever a change of residence occurs, and should be provided to the office of the appropriate attendance center. If the school office has questions about the validity of a student's residence, then residency must be verified by the District Office *before* a student will be enrolled at the appropriate attendance center.

1. A lease or rental agreement consisting of written evidence that the agreement is valid and current, and a current utility bill (gas, electric, water, home/telephone, or cable). Records must include the name and street address of the parent/guardian, OR
2. A current residential property tax statement or deed, and a current utility bill (gas, electric, water, home telephone, or cable). Records must include the name and street address of the parent/guardian, OR
3. A third-person affidavit of residence or residency approval form must be completed with the school system. The affidavit/form shall be completed and signed by the parent/guardian, as well as the legal owner or lesser of the property where the student and parent/guardian reside. The affidavit/residency form will be in effect until the parent/guardian provides the required proof of residence, but no longer than the end of the current school year.

Verification of Residency – A school system representative may visit the address given by any parent/guardian to verify residency. The property address given must be the actual location where the student and parent/guardian live full-time.

Consequences for Violating the Policy – Students who are illegally enrolled shall be withdrawn from school. The parent/guardian shall be charged tuition for the period of time that a student is illegally enrolled in Community Unit School District #16, together with all court and legal expenses incurred by the Board of Education in collecting school tuition. Charges shall be filed for providing false information on a legal document.

Students in Transitional Living Arrangements

Students that lack permanent or adequate housing have educational rights to help remove barriers to their educational success. The McKinney -Vento Assistance Act provides these students the ability to enroll in school, receive transportation and other available services. If you are in need of referrals or assistance please contact your student's school office or social worker.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

STUDENT ABSENCES

Absences should be kept to a minimum. Success in school is dependent upon regular attendance. Students with excessive absences miss class instruction and discussion, which are necessary for achieving that success.

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, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of students), observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, behavioral, emotional or physical health or safety, attending a military honors funeral to sound TAPS, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. One week advance notice is encouraged.

Additionally, a student will be excused for up to 5 days in cases where the student's 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. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's

teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

If a vacation is not prearranged, the absence will be marked as unexcused. A PRE-ARRANGED absence is one approved by the school administration in advance of the absence. Some examples of pre-arranged absences might be Take Your Child to Work Day or a previously scheduled vacation. These require approval from the school to be approved as excused absences. These forms should be submitted and approved 7 days in advance. Please note that we feel student attendance is very important as we can not replicate a lesson that is taught by the teacher. If a student has excessive absences prior to the pre-arranged absence, the absence could be denied. Administration will discuss the situation with the parent/guardian.

A pre-arranged absence form needs to be signed by the student's classroom teacher, signed by the parent(s), and approved by the principal. These forms may be picked up in the office or printed from the school website. Assignments will not be given in advance. **PARENTS ARE STRONGLY ENCOURAGED TO TAKE VACATIONS DURING THE REGULARLY SCHEDULED SCHOOL VACATION TIME!** Excused absences for vacations will be limited to 5 days per year. It is not possible to re-create lessons and activities missed. The missed assignment(s) must be submitted by the deadline. One day for each day absent, plus one additional day is allowed to complete homework after the absence. For example, a student who is absent for 3 days of school has 4 school days to complete makeup work. If the above stated conditions are met, all work completed within the time allotment will be graded and recorded. Failure to meet these conditions will result in the absence being treated as an unexcused absence.

The school may require documentation explaining the reason for the student's absence. Attendance letters will be sent to the parent(s) after 5 absences and another letter will be sent after 9 attendance days. After 10 absences, the truancy officer may be notified to follow up on the situation.

In the event of any absence, the student's parent or guardian is required to call the school at 488-6054 x402 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

APPOINTMENTS

Parents are encouraged to make all student medical and dental appointments so that students arrive at school before 8:30 am, or leave after 2:30 p.m., to ensure that students are present at school for an entire school day. Parents must pick students up **in the office** for appointments. Dr. notes will be required for all dental, orthodontist, vision, doctor appointments, etc. in order for the absence to be excused. The notes should be given or faxed to the front office upon return to school. Our fax number is (217)488-6039. After 9 absences, a Dr. note will be required or the absence will be considered unexcused.

TARDINESS

Students are expected to be in the classroom ready to work when the 8:15 bell rings. Tardiness disrupts the learning process for the student, teacher and fellow students. **When tardiness occurs beyond 5 occurrences, students will be subject to lunch detentions, after-school detentions, parent conference, referral to the Truant Officer and/or other appropriate consequences.**

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

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

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

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

"Chronic absence" means absences that total 10% (18 Days) or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.¹

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% or more (9 days) of the prior 180 regular school days without valid cause (a recognized excuse are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

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

EXCESSIVE ABSENCES

When a student has reached a total number of absences equal to 5% of the school year (9 Attendance Days), a courtesy letter will be sent home to advise the parent or guardian that the student has reached the threshold for being chronically truant. Students with more than 10 days of absence per year will be reported to the Sangamon County Truancy Office unless the student has a valid excuse for each absence. All doctor's notes must be submitted immediately following the student's return to school. Doctor's notes must include

1

the time the student was seen in the doctor's office, that the student is unable to attend school that day, and in cases of prolonged illness, must note all days that the student is unable to attend school. The principal, school nurse, and attendance secretary will review the attendance monthly to determine the validity of the excused absences when a student's total is over 10. The team will determine if a student's excuse(s) is/are valid and determine whether make up work will be allowed.

ABSENCES AND AFTER SCHOOL ACTIVITIES

STUDENTS WHO ARE ABSENT DURING THE LAST HALF OF A SCHOOL DAY MAY NOT PARTICIPATE IN ANY SCHOOL ACTIVITY SCHEDULED FOR THAT DAY. Exceptions may be made, by the principal, in cases of a doctor's appointment or other obligation like a funeral. Students absent on Friday may participate in a Saturday activity, but the Friday absence will be reviewed on Monday.

RELEASE TIME FOR RELIGIOUS INSTRUCTION & OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

GRADING & PROMOTION

Reports - The elementary will have 4 formal grading terms covering approximately 9 weeks of instruction. Report cards will be available through Skyward at the end of the first week following the close of each grading period. Upon posting of the report, parents are encouraged to contact the school if any questions arise concerning the notice. The main purpose of the report is to notify parents about student progress so that parents, students, and teachers might work more closely to implement corrective measures that will improve that progress.

Grading System- A Standards Based Grading and Reporting System will be used for all subjects in K-3rd grade. The 4th and 5th grade will use a percentage based grading system to mimic the upper grades. Student progress will be reported using the following performance levels:

4 - Exceeds Expectations

Student is consistently performing above academic expectations

3 - Meets Expectations

Student is consistently performing/attaining all academic expectations

2 - Approaching Expectations

Student is progressing but not consistently performing/attaining academic expectations

1 - Significantly Below Expectations

Student is not progressing and/or is not attaining academic expectations

Final Grades - 4th & 5th Grades

Credit is granted based on the average of the T1, T2, T3, and T4 grades to create an annual grade for promotion.

Grading Scale

The grade scale used in CUSD #16 Schools to determine final grades is as follows:

A 92-100	C 72-77
A- 90-91	C- 70-71
B+ 88-89	D+ 68-69
B 82-87	D 62-67
B- 80-81	D- 60-62
C+ 78-79	F 0-59

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student who receives a

majority of 1's for any subject will need to meet with the teacher and administration to discuss placement. All data will be considered, and the school will make the final determination based on the child's academic needs. A student will not be promoted based upon age or any other social reason not related to academic performance.

HOMEWORK & MAKE-UP WORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. **If assigned work is not turned in it will result in a zero in the gradebook.** Students who are unexcused from school will not be allowed to make up missed work.

CONFERENCES

Parent-Teacher conferences are set for Wednesday and Thursday, September 27 and 28, 2023 . There will be No School on Friday, September 29, 2023. We will send more information later about choices for time preference. In the case of blended and/or separated families, we will schedule one conference asking that all involved meet to discuss their child's progress. Upon request, teachers may arrange a separate conference with the non-custodial parent if time in the conference schedule is available. Sign up for conferences will be done with each individual teacher.

EXEMPTION FROM PE REQUIREMENT

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the handbook.

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

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

HOME AND HOSPITAL INSTRUCTION

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

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

For information on home or hospital instruction, contact Administration.

CHAPTER 3: STUDENT FEES & FOOD SERVICE

Fees

The student registration fee is due when you register your child. The fee for students at New Berlin Elementary is \$75 and can be sent to the District office at 600 North Cedar.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present: [1]

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

FOOD SERVICES

Students will no longer be able to eat free breakfast/lunch. School breakfast and lunch will be served daily. Breakfast will begin at 7:45 a.m. and end at 8:15 a.m. Meals should be paid for in advanced either through Family Access or by check, made payable to CUSD #16. **All family members may be included on a single check, even if they attend different schools. Student lunch account information is posted on Family Access.** The cost of breakfast is \$1.65 (\$0.30 for reduced), the cost of lunch is \$2.25 (\$0.40 for reduced), and extra milk is \$0.50. All payments should be made to CUSD #16. All family members may be included on a single check, even if they attend different attendance centers. Each student will be given a lunch card which can be scanned by the computer. Classroom teachers will keep and distribute cards. Account statements are posted on family access. In addition, a courtesy call through School Reach will be made when an account reaches a negative balance of \$5.00. If a student's account balance exceeds -\$25.00, a letter will be sent home and the student will receive a cold cheese sandwich, fruit, vegetable and milk. The student's lunch account will be charged full price. If the balance reaches -\$50.00, the District Office will issue a certified letter advising of the account status. If the negative balance is not addressed by the parent or guardian within five business days the issue will be sent to Administrative Review for further determination. **Please keep your student's lunch account up to date!**

It is preferred that students not bring soft drinks to school for lunch.

FEDERAL FREE AND REDUCED ELIGIBILITY

Free and Reduced Household Eligibility applications are available to those families who meet the Federal guidelines. **The forms must be completed every school year and are available in the school offices, after July 1st.** The forms are to be filled out completely before returning them to the school office. Those students who qualify for free/reduced breakfast/lunch programs are required by Federal Law to get a full tray meal. Students that participate in the free/reduced programs who only take milk will be charged \$.50 for milk. If the balance remains negative, the parents will receive a letter in the mail from the cafeteria. Please keep your student's lunch account up to date! Free lunch and reduced lunches are available by application to those families who meet the federal guidelines. **The forms must be completed annually and are available in the school office.** The forms are to be filled out completely before returning them to the school office. If you have any questions regarding your child's lunch balances or any questions concerning the cafeteria, please contact Heather Pidcock in the New Berlin cafeteria at 488-6054 ext. 518 or via email at hpidcock@pretzelpride.com.

CHAPTER 4: TRANSPORTATION

PARENT TRANSPORTATION - “Walkers”

Students who arrive/depart by parent transportation are called “walkers.” Students should not arrive at school prior to 7:40 a.m. There will be no supervision prior to that time, and students will not be able to enter the building. Please use the driveway for the West Entrance (the main entrance with the awning) and drop off students on the sidewalk side of the vehicle. Students may enter the main doors.

We are asking that parents remain in their vehicles during dismissal. We will bring students to your cars. Vehicles MAY NOT be parked or unattended in the horseshoe drive from 7 a.m. - 4:00 p.m. If you are picking up your student(s) during dismissal and need to park, please park in the South parking lot and walk up to the front entrance.

During dismissal times, please refrain from crossing in the crosswalk directly in front of the school for safety issues of our students.

BUS TRANSPORTATION

All New Berlin Elementary students are eligible for transportation to and from school by bus. Please refer to Board Policy for additional information as needed.

Bus assignments will be sent via Family Access approximately one week prior to the first day of student attendance. Students are not permitted to ride a bus other than the bus to which they are assigned. Changes to existing transportation by bus will be accepted by completing the Transportation Information Tab in Family Access for your student. Please note that changes become effective the next school day. **Students will only be allowed to ride the bus assigned to him/her in the transportation section on Family Access.**

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 or assistant principal.

BUS CONDUCT

Students are expected to follow all school rules while on the bus. 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.

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupant.

The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student’s parent or guardian to notify the school that the student does not have alternative transportation to school.

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 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, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones. All devices should be put in their backpack when arriving at school. The school is not responsible for lost, stolen, or broken items.
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. Take five giant steps 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.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: **Seth Hill, Transportation Director, (217)488-6054 ext. 235.**

PARKING

The school has two main locations available for school visitor parking, located to the west of the school. Those dropping off and picking up children may do so in the horseshoe drive directly in front of the main entrance. Vehicles MAY NOT be parked or unattended in the horseshoe drive from 7 a.m. - 4:00 p.m. If you are picking up your student(s) during dismissal and need to park, please park in the South parking lot. Parking is permitted in designated parking spots. Vehicles MAY NOT be parked or located in the bus lanes between 7:00 a.m. - 4:00 p.m. on school days. Vehicles MAY NOT be parked or located in fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

CHAPTER 5: HEALTH & SAFETY

WELLNESS POLICY

The Board of Education of Community Unit School District #16 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. Furthermore, the Board recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity.

CHILD ABUSE/MANDATED REPORTERS

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

NURSE'S OFFICE

1. All students should obtain permission from the regular classroom teacher for a visit to the nurse's office.
2. Special class teachers, like music, PE, library, etc., will not send students to the nurse except in the case of injury or emergency.

EMERGENCY CONTACT INFORMATION

It is necessary that there be current emergency information on file for each child. This information is of great value to the child in the event he or she becomes ill or is injured at school. This information is included on the CUSD #16 registration form. **This information must include emergency phone numbers.**

ILLNESS AT SCHOOL

Illness or injury at school may require that a student returns home. If this is the case, parents will be contacted by a school employee to explain the circumstances. The parents should then make timely arrangements for getting the student home. In case the parents cannot be reached, the school will only contact the person or persons listed on the student's registration form. Parents are to give this information to the school when they register. It is imperative that the student's emergency contact information be kept updated. If you know of any reason for a change, please notify the office.

If your child has a fever, please keep them home until they have been fever free for 24 hours without fever reducers. If they have been vomiting or have diarrhea, they should also remain at home until they have been retaining food for over 24 hours. Please stress to your child the importance of good hand washing to prevent the spread of germs.

WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?

1. Students should not return to school until they are fever free (temperature less than 100.4 degrees) for 24 hours without fever-reducing medications such as Tylenol or Advil.
2. Students who have been vomiting should be able to keep solid food down for 24 hours before returning to school.
3. Students diagnosed with a contagious disease that requires antibiotics should have 24 hours of antibiotic treatment and be feeling better before returning to school.
4. Students should stay home from school if they have diarrhea (loose or watery stools) or are unable to make it to the bathroom.
5. Students should stay home from school if they have mouth sores associated with inability to control saliva.

6. Students should stay home from school if they have a deep or a consistent cough that disrupts normal activity.
7. Students should stay home from school if they have yellow or green drainage from their eyes or if their eyes are excessively swollen due to allergies.

Please contact the school nurse if you have any questions regarding when your child should be kept home from school.

Accidents

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to the adult in charge. Accident reports are available in the office. The school will make every effort to inform the parents of any accident or illness occurring at school that may need care or observation at home; and, for safety reasons, no student will be sent home unless a responsible adult is contacted and arrangements made.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

All students are required to present appropriate proof of a complete health examination and up-to-date immunizations prior to:

1. Entering pre-K
2. Entering kindergarten or the first grade;
3. Entering the sixth and ninth grades; and
4. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the first day of school will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization, 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 an appropriate medical professional.

EYE EXAMINATION

All students entering kindergarten or an Illinois school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

DENTAL EXAMINATION

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

EXEMPTIONS

A student will be exempt from the above requirements on:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

PRESS 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

VISION AND HEARING SCREENING

CUSD#16 students will be screened annually in the required grades as stated in Section 675.110 of the Title 77 Illinois Administrative Code. Screening is not a substitute for a complete examination by a doctor. Students are not required to undergo screening (vision or hearing) if a physician signs a report indicating that a complete examination, eye and vision/ear and audiological evaluation, has been administered within the previous 12 months. Parents or legal guardians of a student may object to screening for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objection must be presented to the local school authority.

Student Medication

Taking medication during school hours or during school-related activities is prohibited 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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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 is submitted by the student's parent/guardian. No student is allowed to 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 procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

MEDICATION PROCEDURES

1. Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases in which failure to take medication could jeopardize the child's health and/or education, should medication be administered at school. All prescription medications that are brought to school must be sent to the nurse's office upon arrival. This medication will be stored in a locked cabinet. It is recommended that medications be delivered to the school by the parent.
2. All medications given at school, prescription and over the counter medication and supplements (which include essential oils), must be prescribed by a licensed prescriber. The medication must be brought to school in the original most up-to-date container as dispensed by the pharmacy or in the original over the counter packaging. No medication in "baggies" will be accepted. The CUSD#16 "Authorization For Administration of Prescription Medication" form must be completed by both the parent and the physician. Any change in the dosage or administration must have written authorization from the prescriber.
3. The morning doses of medications should be given at home.
4. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse.
5. Questions concerning medications will be referred to your physician.
6. Self-managed and emergency medications will be evaluated individually by the school nurse (i.e. asthma inhalers, epi-pens, and medication to manage diabetes). It is recommended that spare medications and supplies be kept in the nurse's office for emergency use.
7. All CUSD #16 Medication and Health Forms are available on the website, in either school office or in the nurse's office.
8. The school not only has the right, but also the responsibility to refuse to administer any medication at school if properly qualified individuals are not available.

9. The school will ascertain from the parent and/or the physician the necessity for administering medication during school hours and will retain the discretion to reject requests that do not meet the medication guidelines. Medication sent to school without proper documentation will NOT be given.
10. Noon medication is not routinely given at school on early dismissals @ 11:45.

COMMUNICABLE DISEASES

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

HEAD LICE

The presence of head lice does require your immediate attention and action.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

GUIDANCE & COUNSELING

The school provides social workers and school personnel who are available to counsel individuals or groups that have a particular need or simply want questions answered. Parents/guardians are encouraged to contact any of these staff members with questions or concerns involving their children.

SAFETY DRILL PROCEDURES

Safety drills will occur at times established by the school board. 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, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

CHAPTER 6: STUDENT CONDUCT & DISCIPLINE

GENERAL BUILDING CONDUCT

PBIS

The goal of New Berlin Elementary is to create a learning environment that brings out the best in everyone - both academically and behaviorally. In order to accomplish this goal, New Berlin CUSD #16 has adopted the PBIS (Positive Behavior Intervention Systems) to provide support to students as they develop and strengthen the skill of self-regulation (controlling their thoughts and emotions) by taking responsibility for their behavior.

At New Berlin Elementary, all adults are expected to respond to inappropriate student behavior. The adult who initially handles the behavior incident should contact a parent or guardian with details for the behavior incident. This contact may be made in the form of an email, a phone call, a digital report from the Review 360 program, or through another classroom platform such as Class Dojo. Reported behavior typically falls under one of two categories: “Staff-Managed Incident” or “Office-Managed Incident.” For a “Staff-Managed Incident” the adult who handled the behavior will follow through with all appropriate actions, including assigning a consequence as appropriate. For “Office-Managed Incident” the adult in charge will notify a parent/guardian of the details, and the Principal or Assistant Principal will follow up.

Consequences for misbehavior may include one or more of the following. **The continuum is not inclusive, and the principal may assign any appropriate consequence as supported by Board policy.** If necessary, safe physical intervention will be used. Laws regarding due process for students will be followed.

Bullying – repeated targeting of the same individual	<ul style="list-style-type: none"> · Parent contact by principal · Loss of privileges · Reflective Essay-research and reflect · Apology as appropriate · Conflict Resolution as appropriate · Alternate in-school setting or after school detention
Repeated Rude or Unkind Behavior to different targets	<ul style="list-style-type: none"> · Parent contact · Loss of privileges · Apology as appropriate · In-school detention or after school detention
Making False Accusations	<ul style="list-style-type: none"> · Parent contact · Loss of privileges · Apology as appropriate · In-school detention or after school detention
Chronic Inappropriate language (heard or verified by an adult)	<ul style="list-style-type: none"> · Teacher and student call to parent (for previous offenses – document date/time) · Loss of privileges · Follow-up contact to parent by principal · Apology as appropriate · In-school detention or after school detention
Threatening/fighting	<ul style="list-style-type: none"> · Parent contact by principal · Alternate in-school setting · Loss of privileges · Detention · Out of school suspension

One-sided Physical Aggression	<ul style="list-style-type: none"> · Parent contact by principal · Alternate in-school setting · Loss of privileges · In school detention · Out of school suspension
Repeated Noncompliance	<ul style="list-style-type: none"> · Teacher and student call to parent (for previous offenses - document date/time) · Follow-up contact to parent by principal - possible in person meeting with student and parent · Apology as appropriate · Loss of privileges · In-school detention · After school detention
Stealing/Property Damage	<ul style="list-style-type: none"> · Teacher and student call parent (if classroom incident) · Principal and student call parent (if other school property) · Restitution or community service
Repeated Disruptive Behavior	<ul style="list-style-type: none"> · Teacher and student call to parent (for previous offenses - document date/time) · Follow-up contact to parent by principal · Alternate in-school setting · Loss of privileges · Letter of apology · After school detention

Any and all conduct that is prohibited by Board policy or the discipline code shall be addressed and appropriate consequences given.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, 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*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the

student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. 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.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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 have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and 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 telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or

destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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.

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.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

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

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 of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
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.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, 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 or 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.

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 and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression,

ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

During any school-sponsored education program or activity.

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.

Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

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.

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

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

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.

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

Brandi Maxedon

bmaxedon@pretzelpride.com

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or 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; 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 school and 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.

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.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal 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.

Nondiscrimination Coordinator:

Brandi Maxedon

bmaxedon@pretzelpride.com

Shelley Haas

shaas@pretzelpride.com

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Exhibit - Aggressive Behavior Reporting Letter and Form

Dear Parent(s)/Guardian(s):

Please be advised that your child engaged in behavior that, if repeated, could escalate into aggressive behavior, such as bullying. Illinois law requires school districts to notify the parent or guardian of a child who demonstrated behaviors that put him or her at risk for aggressive behavior.

The School Board policy on student behavior prohibits a student while at school or a school-related activity from: (1) engaging in any kind of bullying or aggressive behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

This early notification is intended to help all of us work together to avoid repetition of the behavior.

Student _____ Incident date _____

Incident location _____ Incident time _____

Reported by _____ Reporting date _____

Description of the behavior: *(Reporters, be specific. Describe what happened, what harm resulted, the child's explanation, and any known or suspected causes for what happened.)*

Follow-up conference: I or someone from my office will telephone you to schedule an in-person meeting or telephone conference to discuss what occurred and ways to help your child, (1) be aware of how others were affected by the behavior, and (2) to understand boundaries and manage conflict.

The following consequence(s) or intervention(s) is/are recommended:

- Counseling or other support services for your child.
- Providing opportunities for all individuals involved in an incident to reach a resolution.
- Enabling your child to make amends for the harm caused.
- Suggesting your child receive non-District affiliated services.

The District is committed to helping those involved learn from this experience.

SCHOOL DRESS CODE/STUDENT APPEARANCE

The attire and grooming of students is the responsibility of the students and their parents. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, sunglasses or slides may not be worn in the building during the school day. Sweatshirts are permitted as long as the hood remains off the head when inside the building.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted during physical education or recess.
- Clothing with holes, rips, and tears that is poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. Tops with bare midriffs, halters, or spaghetti straps should not be worn.
- Appropriate footwear must be worn at all times. Athletic shoes are required for PE and recommended for recess. ***Flip-flops or slides are not to be worn.*** Slides or flip-flops will not be allowed at recess. Tennis shoes or closed toe shoes will be required to go outside.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Students should avoid wearing expensive coats or clothing to school. Coats will be kept in a designated area and are not allowed to be worn in class. **New Berlin Elementary School is not responsible for missing or damaged items.**

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Parents will be given advance notice in writing of all field trips. Permission slips for all field trip forms will be sent home with students to be signed as the trips are planned.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;

- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Chaperones for field trips will be designated by classroom teachers based on supervision needs and available space. Chaperones may be asked to pay any individual fees related to the field trip. **Chaperones will need to drive themselves to and from a field trip destination, unless there is a safety concern.** Parents are not allowed to transport children to and/or from a field trip. School policy is that all students ride school transportation to and from the location(s) of the trip. An exception may be made for an emergency as deemed by the staff member in charge. Field trip chaperones are selected by the teacher and asked to supervise a small group of children for safety and behavior, under the direction of the classroom teacher. All volunteers are required by law to have a basic background check prior to volunteering directly with students. Teachers will explain rules and guidelines to chaperones prior to the field trip. Chaperones may not bring other children on the field trip.

STUDENT DISCIPLINE

Copies of all School District policies on student behavior are available online through the School District's website or in the school office. Additionally, see the appendix of this Handbook for the entire CUSD #16 Board of Education policy 7:190 on Student Behavior.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

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.

Cross Reference: PRESS 7:140-E, Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting

STUDENT USE OF ELECTRONIC DEVICES (6.80)

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Cell phones, smartwatches and other electronic devices are not allowed during the school day, except with the express permission of the building principal.

During the school day, time electronic devices must be kept powered-off and stored in a backpack: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Cell phones or other personal electronic devices may be used by the owner on the bus. Earbuds or headphones should be used. If the item creates a disturbance or becomes a behavior issue, the privilege may be revoked.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

If a cell phone or other electronic device is confiscated for improper use, a parent or guardian will need to make arrangements to come to school to pick up the item. The item will not be sent home with a sibling, friend, or other individual besides the parent or guardian. Improper use may include, but is not limited to, showing or sharing content that is sexually explicit, violent, or profane, or creating a disturbance with the electronic device.

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:²

1. First offense - The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense - The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense - The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense - The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

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 in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, 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.

Corporal Punishment

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

Weapons Prohibition

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 not less than one year but not more than 2 calendar years:

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(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

CHAPTER 7: INTERNET, TECHNOLOGY & PUBLICATIONS

INTERNET ACCEPTABLE USE

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

Terms and Conditions

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

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

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

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

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data

resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

Security - Network security is a high priority. If the user can identify or suspect(s) a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

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

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

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

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

- c. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the District’s email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Annual Notice to Parents about Educational Technology

Vendors Under the Student Online Personal Protection Act

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

Under Illinois’ Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

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

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

- Basic identifying information, including student or parent/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

CHAPTER 8: SEARCH & SEIZURE

SEARCH AND SEIZURE

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

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

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

The building principal 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, backpacks, 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 school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

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

Seizure of Property

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

CHAPTER 9: SPECIAL EDUCATION

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School 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 end of the school year the student turns 22 years old for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

To meet these requirements, CUSD #16 in cooperation with the Sangamon Area Special Education District (SASED), provides special education programs and services to all eligible children. Programs and services are designed to meet the needs of students who have disabilities, which adversely affect their success in a preschool or regular classroom setting.

Once a student has progressed through all 3 Tiers of interventions with Rtl, a referral may be made by parents, teachers, or other concerned individuals. After a comprehensive diagnostic evaluation, a committee of educational personnel determines the child’s eligibility for programs and services.

When a child is eligible for special education, an Individual Education Program (IEP) is written which sets goals and recommends services specific to the child’s unique needs. Parent/guardian consent is required prior to the evaluation and for special education placement. Parent participation is encouraged at every step. Special education referral forms may be obtained from your building principal. Also available upon request are the complete “Explanation of Procedural safeguards to Parents of Children with Disabilities” and ISBE Regulations governing special education.

The following is a brief description of special education programs and services:

- Supportive Resource Services (SRS)-limited instruction for less than 50% of the school day
- Supportive Resource Classroom (SRC)-intensive instruction for more than 50% of the school day.
- Early Childhood Program (ECE)-for children ages 3-5 years
- Structured Classroom – Self-contained special education classroom for children needs best served in a smaller sized class/setting.
- Hearing Handicapped Program-Resource and consultative services
- Speech/Language Program

Additional services provided through Sangamon Area Special Education District include: Child Find Services, School Social Work Services, School Psychological Services, Psychiatric Diagnostic Services, Vocational Education Services, Physical and Occupational Therapy, Orientation and Mobility Training, and Audiologist Services.

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

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

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify

for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (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. For further information, please contact the building Principal.

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

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of 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 in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

REQUEST TO ACCESS CLASSROOM

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 school principal.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

CHAPTER 10: STUDENT RECORDS & PRIVACY

Student Privacy Protections

Surveys

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

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

Instructional Material

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

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

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

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

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

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

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

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

STUDENT RECORDS

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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or

older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or

permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name

- Address
 - Grade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

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

STUDENT BIOMETRIC INFORMATION

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is

collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

CHAPTER 11: PARENTAL RIGHT NOTIFICATIONS

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

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

TESTING TRANSPARENCY

The State and District requires students to take certain standardized tests. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

ANNUAL REPORT CARD

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website.

UNSAFE SCHOOL CHOICE OPTION

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

CLASSROOM ASSIGNMENTS

Each spring classroom teachers and the principal will begin compiling information for class lists for the following school year. Parent requests for teachers will not be accepted. Parents of multiples (twins, triplets, etc.) may request that the siblings are in the same class. However, as with all classroom assignments, the final decision will be made by administration. New class lists will be posted in August approximately one week prior to the first day of student attendance. The student enrollment form must be completed and returned and residency must be verified before a child will be placed on a class list.

Placement - Students new to the district will be placed by the former public school's permanent records or by staff testing.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades K-5 will take standardized tests throughout the school year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

TESTING

A variety of testing is done at New Berlin Elementary School. Chapter and Unit tests are administered regularly in each academic subject. Benchmark screenings will be administered to K-5th graders at least 3 times per year in the areas of reading/language arts and math. 3rd, 4th, and 5th grade students will take the IAR in the spring (see next section).

Illinois Assessment of Readiness & Illinois Science Assessment (IAR, previously called PARCC) is the state required series of tests given to students in grades 3 - 5. The PARCC will consist of one testing window each spring. Tests are given in the areas of English Language Arts (ELA) and mathematics at all of these grade levels. In addition, 5th grade students take the Illinois Science Assessment (ISA). All testing will be completed electronically via a computer. The results will show how well our schools and districts are doing in meeting the adopted Illinois Learning Standards, also known as the Common Core State Standards, for learning. Individual student results of the IAR assessment will be reported to parents, and school results will appear on the district report card.

CURRICULUM & PROGRAMS

In addition to the core curriculum of Reading/Language Arts, Math, Science and Social Studies, NBE offers the following programs:

Art - Students in K-5 will have class each week. The focus is for them to learn and apply the elements and principles of art, the tools and processes used in creating art, and the history of art.

Band - Band instruction begins in 5th grade. Students may participate in at least one group lesson and a full band practice weekly. The bands may perform publicly.

English Language Learners (ELL) - When a student is identified on the Home Language Survey as having a primary language other than English spoken in the home, he/she will be screened for the appropriate ELL services. The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all

students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Administration.

Library - Students in K - 5 have 30 minutes weekly with the library aide. Students receive instruction to support literacy and have the opportunity to check out books to enjoy at home.

Music - Students in K - 5 have general music each week.

PE - Students in 1st - 5th grade have 30 minutes of PE every day. Kindergarten students have 30 minutes of supervised gross-motor play time every day.

Multi-Tiered System of Support (MTSS) - The process of providing interventions to students who are at risk for academic and social-emotional/behavioral problems is called MTSS. The MTSS process or the RTI process is a multi-step approach to providing services and interventions to students who struggle with learning and behavior in the school setting at increasing levels of intensity. All students are given a reading fluency and comprehension screening, and a math screening in the fall, winter and spring. In addition, students are screened for risk-factors related to social-emotional behaviors. All students who do not meet the set expectations on the screenings, who are below standards on the benchmark assessments, or who are referred by their classroom teacher are given further testing to determine if they are in need of interventions. If interventions are needed, students will receive these interventions during the regular school day, and parents will be informed of the interventions being provided. Interventions may be computer-based or in person with one of the Reading, Math or Behavior specialists. The progress made by students at each stage of intervention is closely monitored. The information gained from an Rtl process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

Enrichment - Enrichment is provided daily through differentiated instruction in the classroom. Additionally, students are provided with varied and enriching lessons through Art and Music.

Social/Emotional Learning - All students will participate in a core curriculum to address the Illinois Learning Standards for Social & Emotional Learning. A research-based curriculum will be implemented with the leadership of the school social worker. Lessons will be delivered in a collaborative manner with both the classroom teacher and the social worker providing follow up and ongoing support for the learning. All students will take part in a survey three times a year to evaluate social emotional progress. Parents will be notified when this survey is happening in the classrooms.

Title I Schoolwide Program - A schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I, Part A school. Its primary goal is to ensure that all students, particularly those who are low achieving, demonstrate proficient and advanced levels of achievement relative to the state's academic achievement standards. All children in the schoolwide building may participate in activities funded, consistent with the school's comprehensive schoolwide program plan, and the school does not need to demonstrate that those activities are supplemental to ones that would otherwise be provided by the school. NBE's Title 1 Schoolwide Plan is approved by the Board of Education and on file in the elementary office.

Per the Title 1 application, all students will be served in the areas of Reading and Language Arts, Math, and Social Emotional Learning standards. Students identified through a data-based screening process in these areas will be eligible for additional instruction and support with the Reading, Math, and/or Behavior

specialists through classroom push-in instruction, as well as pull-out, focused small group and/or individual instruction with the appropriate specialist(s).

The school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. Please refer to Board Policy 6:170 on Title 1 Programs for more information. The Title 1 teacher or the Principal can provide a copy on-request.

AWARDS

Students will be recognized for their accomplishments throughout the school year. At the end of the school year individual classes or grade levels may also recognize students for special events or year-long accomplishments. Those awards might include, but are not limited to:

- Attendance
- Spelling Bee-the top two spellers from each grade level (4-5) who attends the Sangamon County Spelling Bee
- Young Authors, Jump Rope for Heart, Book It
- Salty Dough Awards Program
- IPA Student Recognition Award/Breakfast - 5th Grade
- Honor Roll
- Academic Recognition

OTHER REWARDS/ACTIVITIES

Students have many opportunities throughout the school year to make a difference at NBE and be rewarded. At the end of Red Ribbon Week there are school wide activities promoting fitness and a healthy lifestyle. Students will also be rewarded for good behavior throughout the year with other incentives such as quarterly PBIS Celebrations and classroom-based good-behavior celebrations.

HOMELESS CHILD'S RIGHT TO EDUCATION

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

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

Assistance and support for homeless families can be provided by the District Homeless Liaison, Olga Lopez. She can be reached at 488-6054 ext. 419 or at olopez@pretzelpride.com

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Sexual Abuse Avoidance Education

We partner with the Sangamon County Child Advocacy Center to provide instruction in recognizing and avoiding sexual abuse. Written notice will be given to parents prior to the instruction, along with an optional Letter of No Consent.

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

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

Warning Signs of Grooming Behaviors

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

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

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

Warning Signs of Boundary Violations

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

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

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

SEXUAL OFFENDER NOTIFICATION LAW

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property - including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAW

State law requires that all school district provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

SCHOOL VISITATION RIGHTS

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

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations selected by the Building Principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. 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;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, 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 School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use;
 - e. 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;³ or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

PESTICIDE APPLICATION NOTICE

The New Berlin School District has developed an Integrated Pest Management (IPM) program for controlling insects, rodents and weeds throughout the school district. The IPM focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. It may be necessary to use chemicals from time to time to control a pest problem.

Individuals may request prior notification of individual pesticide applications on school district property. Anyone who has requested to receive this notification will be notified through the district's automated calling system, at least two business days before a pesticide is applied for structural pests and four business days before a pesticide is applied to control lawn pests. If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners and pesticides formulated as bait. **If you wish to be notified of pesticide applications, contact the District Office at (217)488-2040, ext. 397.**

ASBESTOS POLICY

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States EPA that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

Materials containing asbestos have been found in New Berlin Jr/Sr High School. Any evidence of disturbance or change in condition will be documented in the management Plan as required by law.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during work to properly guard against disturbance of the asbestos containing materials. All asbestos containing materials are inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

Reliable Environmental Solutions, Inc.
4211 Westgate Dr.
Springfield, IL. 62711

This handbook was compiled by the Principal & Assistant Principal of New Berlin Elementary School with the guidance of the IPA Model Student Handbook. Teachers and parents were invited to give input. The handbook is only a summary of board policies governing the district; School Board policies are available to the public at the district office. The last revision was completed June, 2023. It may be revised at any time during the school year.

NEW BERLIN ELEMENTARY SCHOOL

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all the rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all the rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

Please return the signed Acknowledgement

**New Berlin High School
Student Handbook
#Pretzelpride**



NBHS Loyalty Song

**We're Loyal to you N.B. High
And for your honor we will try.
We know that you will strive for victory tonight
And glory will be in sight.
Oh orange and blue we stand for you.
And to these colors we will be true.
So let us fight on, fight on, fight to win this game for N.B. High.
F-I-G-H-T Fight! Fight! Fight!**

**We're loyal to you N.B. High
And for your honor we will try.
We know that you will strive for victory tonight.
And glory will be in sight.
Oh orange and blue we stand for you.
And to these colors we will be true.
So let us fight on, fight on, fight to win this game for N.B. High.**

This 2022-2023 student planner belongs to:

Name: _____

Introduction

Welcome to New Berlin High School where invaluable academic, extra-curricular and social experiences will help shape the rest of your life. Our goal is to help provide a solid foundation for learning while providing opportunities for you to learn and grow toward being the best you can be in all facets of your school life. Our faculty aims to use technology and proven teaching strategies to provide meaningful and interesting experiences that you will always remember.

To assist you, the handbook was developed by the Board of Education, Staff, Students, Administration, and Community members to provide school rules, regulations, procedures, and important information. You will find that the rules and regulations that govern our lives at school make it possible for all of us to live, learn, and work together.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. The principal may establish additional rules, and regulations. Such rules and regulations will be consistent with those established by the Board of Education and the Superintendent of Schools. A student handbook will be distributed to the student and/or parent/guardians within 15 days of the beginning of the school year or the student's enrollment. The school handbook may be amended during the school year without notice. Our school will be what we make it. Be proud of it. Take good care of it. Become part of it. We have the power to determine our successes or failures. Pretzel Pride means being your best and giving your best effort all of the time.

Every student is responsible for knowing and abiding by the policies contained in the school handbook.

If you have questions, please contact the Principal within 15 school days of receipt of this handbook. The provisions of this handbook are not considered to be irrevocable and can be modified and supplemented as needed by the school. **Athletes and students involved in extracurricular activities will be held to additional standards as stated in the Extra Curricular Handbook and as determined by individual coaches and sponsors. Students participating in sports and Extra Curricular activities will be responsible for knowing and abiding by the policies contained in the Extra Curricular Handbook and set forth by coaches and sponsors.**

Best wishes for a great year!

Mrs. Hattie Llewellyn – Principal

Mr. Blake Lucas, District Athletic and Activities Director

Mrs. Ashley Euler, Director of Student Services

If you need to share any information that threatens your safety or the safety of others, please contact the following resources: the [National Suicide Prevention Lifeline \(988\)](#), the [Crisis Text Line](#), and either the [Safe2Help Illinois](#) helpline or a local suicide prevention hotline.



Call: 1-844-4-SAFE-IL Text: Safe2 Safe2HelpIL.com

A confidential way to share any information that threatens your safety or the safety of others.



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DAILY SCHEDULE

New Berlin High School opens for the day at **7:30 AM**. High School students should report to the Cafeteria if they are participating in the school breakfast program. High School students not eating breakfast should report to the Dome. At 8:05 AM students will be released to their locker and should make their way to their first hour classroom. High School students should report to their first hour classroom by 8:15 am.

Period	Start	Finish
0	7:20	8:05
1	8:15	9:00
2	9:04	9:49
3	9:53	10:38
HS Lunch A	10:42	11:12
4A	10:42	11:27
HS Lunch B	11:30	12:00
4B	11:15	12:00
JH 5	11:30	12:15
HS 5	12:04	12:49
JH Lunch	12:19	12:49
6	12:53	1:38
7	1:42	2:27
8	2:31	Bus: 3:10/3:16
Bus Departure		3:21
2:20 Dismissal		
0	7:25	8:05
1	8:15	8:57
2	9:01	9:38
3	9:42	10:19
Lunch A	10:23	10:49
4A	10:23	11:00
4B	10:52	11:34
Lunch B	11:07	11:34
JH 5	11:04	11:41
Lunch C	11:45	12:15
HS 5	11:38	12:15
6	12:19	12:56
7	1:00	1:37
8	1:41	Bus: 2:10/2:16
Bus Bell		2:16
11:40 Dismissal		
0	7:40	8:05
1	8:15	8:42
2	8:45	9:07
3	9:10	9:32
4	9:35	9:57
5	10:00	10:22
6	10:25	10:47
7	10:50	11:12
8	11:15	Bus: 11:35/11:40
Bus Departure		11:40

DAILY SCHEDULE

1:00 Dismissal			
Zero Hour	0	7:20	8:05
Period	1	8:15	8:45
Period	2	8:49	9:19
Period	3	9:23	9:53
Period	4	9:57	10:27
Lunch A	A	10:31	11:01
Period	5A	10:31	11:01
Lunch B	B	11:05	11:35
Period	5B	11:05	11:35
Lunch C	C	11:39	12:09
Period	6C	11:39	12:09
Period	7	12:13	12:43
Bus Bell	*	*	12:47
Period	8	12:47	1:00
Teacher Dismissal			3:31

23.24 NBHS Event Calendar

Aug 4	HS Pretzel Academy (9th Grade and New Students) 8:15-11:00 AM
Aug 10/11/14	Teacher Institute (No Student Attendance)
Aug 14	Freshman/New Student Orientation 6PM
Aug 15	Opening Day - 1st Student Attendance Day 2:21 Dismissal
Aug 16-18	2:21 Dismissal
Aug 28-Sept 1	Fall Benchmark Testing
Sept 3-9	HOCO 23 Spirit Week
Sept 4	Labor Day (No School)
Sept 8	HOCO23 Pep Rally /HOCO 23 Football Game @ 7PM
Sept 9	HOCO23 Dance
Sept 15	Q1 Midterm/11:40 Dismissal - School Improvement In-Service
Sept 22	Fall Picture Day
Sept 27/28	2:21 Dismissal - Parent Teacher Conferences
Sept 29	Not in Attendance
Oct 9	Columbus Day (No School)
Oct 16	End of Quarter 1
Oct 31	1 PM Dismissal -Teacher Professional Development
Nov 3	Fall Retake Day
Nov 9	11:40 Dismissal - School Improvement In-Service
Nov 10	Veteran's Day (No School)
Nov 13	Q2 Midterm
Nov 21	2:21 Dismissal - Thanksgiving Break
Nov 20-24	Thanksgiving Break (No School)
Nov 30	Senior Pictures and Club/Organization Pictures
Nov 27-Dec 1	Winter Benchmark Testing
Dec 6	1PM Dismissal - Teacher Professional Development
Dec 20/21	HS Final Exams Dismiss @ 2:21/End of Q2/S1
Dec 22-Jan 3	Not In Attendance (Christmas Break)
Jan 3	Teacher Institute (No Student Attendance)
Jan 4	Semester 2/Q3 Begins - Students return
Jan 15	Martin Luther King Jr. Day (No School)
Jan 24	1 PM Dismissal - Teacher Professional Development
Feb 16	11:45 Dismissal - School Improvement In-Service/Q3 Midterm
Feb 22	President's Day (No School)
March 6	11:40 Dismissal - Teachers Professional Development/End of Quarter 3
March 25-29	Spring Break- Not in Attendance
April 3	Grades 9-11 SAT Suite of Assessments State Testing Day; Grade 12 College Visit Day
April 6	Prom/Post Prom
April 12	Senior Trip/ Q4 Midterm
April 15	ISA Testing Week for Juniors
April 22-26	Spring Benchmark Testing
April 26	11:40 Dismissal - School Improvement In-Service
April 29-May3	Senior Send off Week
May 2	Golden Honors 8 PM Dome
May 6-10	Staff Appreciation Week
May 7	Senior Check-Out/Locker Clean Out/Last Day for Seniors to attend CACC
May 8	1 PM Dismissal - Teachers Professional Development
May 8/9	Senior Exams
May 12	HS Graduation 2 PM Dome
May 16/17	HS Final Exams /Student Check-Out/2:21 Dismissal/Q4/S2 Ends
May 20-24	Emergency Days

Chapter 1: Introductory Information and General Notices

1.00 Pandemic Preparedness: Management and Recovery

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

- All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
- Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
- Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
- All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
- Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
- During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
- School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
- Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
- During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
- In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
- Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
- Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

PRESS 4:180, Pandemic Preparedness; Management; and Recovery.

1.20 Student/Parent Handbook Acknowledgement and Pledge

Electronic access to the Student/Parent Handbook and School Board policies on student behavior are available at [NBCUSD #16 Board Policy Manual](#). The Student/Parent Handbook and School District policies may be amended during the year. Such changes are available on the School District website or in the school office. All students and parents will be provided with a copy of an acknowledgement and pledge to sign and return to the high school office by the 5th day of school. A copy of this acknowledgement and pledge is included on the last page of this handbook. Failure to return this acknowledgement and pledge will not relieve a student from being responsible for knowing or complying with School and School District rules, policies and procedures.

1.30 General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the [Board Policy Manual Link](#) or at the Board office, located at 600 N. Cedar, New Berlin, IL.

The School Board governs the school district, and is elected by the community. Current School Board members are:

Stephanie Neuman, President	Bill Marr, Secretary	Josh Beard, Member
Chris Gordon, Vice President	Jenny Mann, Member	Board member contact information is available on the school's website.
Holly Kotner, Member	Jerry Bishoff, Member	

Contacting the High School

Address: 300 E. Ellis Street, New Berlin, IL, 62670.

Office hours 8:00 am – 4:00 pm (Summer Hours may vary)

(P) 217-488-6012. (F) 217-488-3207.

Website: [New Berlin High School](#)

Email Contact Information: [Staff Directory](#)

Student Rights and Responsibilities

The School Board, in support of the aims of public education, believes that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline is one of the ultimate goals of education.

Citizenship and Moral Responsibilities

1. Students shall respect constitutional authority.
2. Citizenship in a democracy requires respect for the rights of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies and to profit by the educational experiences provided will be given opportunities to do so and will be assisted in achieving scholastic success to the limit of individual ability.

Rights

1. To attend school.
2. To express opinions respectfully verbally or in writing.
3. To expect that the school is a safe place.
4. To be represented, when appropriate, by an active student government selected by free school elections.

Responsibilities

1. To become informed of and adhere to reasonable rules and regulations.
2. To respect the rights and individuality of other students and school administrators and faculty.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and is free from distraction.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from disobedience or misconduct of behavior that disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

1.40 Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

- o Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- o Behave in an unsportsmanlike manner or use vulgar or obscene language.
- o Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- o Damage or threaten to damage another's property.
- o Damage or deface school property.
- o Violate any Illinois law or municipal, local or county ordinance.
- o Smoke or otherwise use tobacco products.
- o Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- o Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
- o Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- o Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- o Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- o Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
- o Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- o Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- o Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

PRESS 8:30, *Visitors to and Conduct on School Property*

1.50 Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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 or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

Cross-Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

1.60 Animals on School Property

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

1.70 School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

PRESS 6:250, *Community Resource Persons and Volunteers*

1.80 Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other types of an emergency occurs during the day, please listen to local media stations for possible early dismissal information. A phone call will be placed through our automated School Reach System alerting parents and guardians of any emergency school closing. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

Activities When Schools Are Closed

All home activities will be canceled if the school is closed for inclement weather or safety conditions. Please note that occasional exceptions may occur if conditions improve, or if the event is a County/State tournament. Listen to local radio stations, visit the school website and an announcement regarding any information for activities will be sent through our automated School Reach system.

PRESS 4:170, *Safety*

1.100 Video & Audio Monitoring Systems

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

PRESS 4:110, *Transportation*

1.110 Accommodating Individuals with Disabilities

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

Special Education Services

The Sangamon Area Special Education Cooperative provides services to eligible students in District 16. To access information regarding these services please contact the building principal. The Sangamon Area Special Education office can be reached at 217-786-3250. Behavioral management guidelines are established and available. Contact the high school principal for additional information. The district's Policy for Behavioral Interventions for Students with Disabilities is available upon request at the high school office.

PRESS 8:70, *Accommodating Individuals with Disabilities*

1.120 Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 217-488-6012 ext. 225.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

PRESS 7:285, *Food Allergy Management Program*

1.130 Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

1.140 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

PRESS 7:290, *Suicide and Depression Awareness and Prevention*

1.150 Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

- a. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
- b. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
- c. Access to a power source for a breast pump or any other equipment used to express breast milk.
- d. Access to a place to store expressed breast milk safely.
- e. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
- f. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

PRESS 7:10-AP2, *Administrative Procedure – Accommodating Breastfeeding Students*

1.170 Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

PRESS 7:160; *Student Appearance*

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior

- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

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

Warning Signs of Grooming Behaviors

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

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

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

Warning Signs of Boundary Violations

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

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

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

PRESS 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
PRESS 5:120-AP2, Employee Conduct Standards
PRESS 5:120-AP2,E, Expectations and Guidelines for Employee-Student Boundaries

1.190 Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

PRESS 7:285, Anaphylaxis Prevention, Response, and Management Program
PRESS 7:285-AP, Administrative Procedure – Anaphylaxis Prevention, Response, and Management Program

Chapter Two: Attendance, Promotion, and Graduation

2.00 Procedures for Arriving and Leaving School

New Berlin High School opens for the day at 7:30 AM. High School students should report to the Cafeteria if they are partaking of the school breakfast program. High School students not eating breakfast should report to the Dome and will be seated in the bleachers on the west side. At 8:05 AM High School students will be released to the high school and should make their way to their first hour classroom. At 8:14 AM the first period tardy warning bell will sound. High School students should report to their first hour classroom by 8:15 AM.

Students may not leave school for any reason unless permission is obtained from the principal. Contact must be made with a parent or a responsible adult before a student is allowed to leave the school. A student becoming ill at school must report to the school office to obtain a pass to see the nurse. A student leaving school without obtaining the necessary permission will receive an unexcused absence regardless of the reason. When a student leaves during the school day the nurse or principal's office must be notified in order to receive an excused absence. A student who goes out to his vehicle is considered to be leaving school and must sign out in the high school office.

2.00 Closed Campus

New Berlin High School is a closed campus. This means that students may not leave school property without permission from during the school day, (8:00 a.m. to 3:21 p.m.), which includes the noon hour.

2.10 Attendance

Successful achievement in school activities is related to a good attendance record. It is the expectation of the school that students will be in attendance every school day. Absences from school must be in accordance with the rules set forth in this section.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Tardy to School

Students arriving to school or class after the 8:15 bell must sign in with the attendance clerk in the high school office to obtain a pass to class.

Tardy to Class

There is a four (4) minute passing time between each academic period. If a student is more than 10 minutes late to class, that student must present a signed pass to be admitted. Students must be in class when the bell rings or they will be assigned a tardy by that classroom teacher. Students are expected to bring all necessary materials to class with them. If a student is unprepared for class and needs to return to their locker after the bell rings, a teacher may assign a tardy as a consequence.

Non-Compliance with Being on Time for School/Class

Tardies are cumulative for all classes and will accrue on a semester basis only.

1st Offense: 6th tardy for the semester = 1 hour detention and loss of cell phone privileges for semester

2nd Offense: 9th tardy for the semester= Saturday detention

3rd Offense: 12th tardy for the semester = 1 day ISS suspension

4th Offense and additional offenses: Students that are chronically tardy to school may be required to serve after school detention each

day they are tardy to school/class. The tardy policy is based on a semester. Students will have a clean slate at the beginning of a new semester.

Home and Hospital Instruction

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

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact: Mrs. Hattie Llewellyn - 217-488-6012 ext. 225.

2.20 Student Absences: School Procedures

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, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness, (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reasons as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's 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. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments (1 day per day of absence).

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 217-488-6012 ext. 221 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

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

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

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

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

Absences - Excused

Excused absences will be given for the following reasons:

1. Personal or family illness.
2. Death in the immediate family.
3. Attendance at a funeral of an immediate family member.
4. Observance of a religious holiday not provided for by the school calendar (see prearranged absences).
5. Emergency absences at the discretion of the principal.
6. Situations beyond the control of the student.
7. Attending a military honors funeral to sound TAPS
8. Circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

Medical Excuse Requirement

After a student has missed three (3) consecutive days parents may be notified and required to provide a doctor's excuse upon student's day of return within 48 hours of returning. This would allow for the absence to be excused. The student would then be eligible to receive credit for course work missed during those days – refer to 2.40 Make-Up Work for procedures for obtaining missing assignments.

Doctor Appointments

These need not be pre-arranged by form, but a phone call from the parents and a note from the doctor must be presented to the attendance office within 48 hours of the student returning to school in order to receive an excused absence. Doctors may fax notes to the junior-senior high school office at 1-217-488-3207. It is the student's responsibility to request a note from his/her doctor or make contact with the doctor for faxed excuses. Students will be excused for the specific time of the appointment and travel time.

Absences - Pre-Arranged

These are absences planned by parents for their children and will be counted toward the semester absence limit. Approval for these absences must be given by the parents and the principal at least 48 hours before the date of the absences. If a pre-arranged absence is taken on an 11:40 release date, the student is charged a full day absence, as all class periods meet. Assignments must be obtained prior to the absence and all work is due on the first day back from the absence. Emergency absences may be permitted at the discretion of the principal. Pre-Arranged absences will only be given with the principal's discretion during the last two weeks of the first semester, the last month of school, or during the senior trip (for seniors). (Seniors who do not attend the senior trip must have a doctor's note for absences during that time.) The last two weeks of a semester are reserved for semester review by teachers and project/coursework finalization. It is in the best interest of students to be in attendance during this time. Students will not be permitted to take semester exams early. All days after five (5) will be counted as unexcused. In addition to the prohibitions noted above, vacation days will not be approved for achievement test week or during special testing days as established by the State Board of Education. Please note that the school calendar may be extended one day for each emergency day used when planning end-of-school year vacations.

It is the responsibility of students to present the Pre-Arranged Absence Form to appropriate faculty members and obtain classroom work. Faculty members must be given at least 48 hours' notice if the absence is three (3) or more days. Work is due when students return to school. An additional three (3) days will be provided for the student to complete work that was not provided by the teacher prior to the absence.

Emergency Absence

If students are needed at home for emergency reasons, parents must notify the office immediately. A maximum of two emergency days per semester may be prearranged. These prearranged emergency days will not count toward the semester absence limit. Only under the most extreme conditions will work days be excused without a completed pre arranged absence form. All other days beyond the two allowed absences per semester will be unexcused.

Career/College Days

Students may use 2 college/career days during the junior year. Students may use 2 college/career days during the senior year. These days may be used for visits to colleges, vocational schools, testing, armed forces recruiting, etc. These days must be approved by both the principal and the Director of Student Services and will be counted as an attendance day. Job shadowing days will apply toward the Career Day count and cannot be used during the last 4 weeks of school. These days will not count toward the semester absence limit. Proof of the visit must be presented to the attendance office and Director of Student Services when the student returns to school or the excused absence will not be counted.

Juniors must use these days during the first 8 months of the school year and may not use them during the final month of any semester. Seniors may use these days during the last month of the school year for pre-scheduled testing and/or registration at a school in which they have been accepted. Seniors accepted to local colleges with a testing center/registration office open during the evening will be expected to complete testing and registration on non-school time. These days may not be used during the Senior Trip. Students must be academically eligible to take career days or college days. Failure to meet these requirements may result in disciplinary action being taken.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Absences – Unexcused

If at any time during the entire school year, a student is absent more than 10 days, a doctor's note will be required for any subsequent absences to be considered excused. All absences without a doctor's excuse are considered unexcused. Doctor's notes must state that the student was unable to attend school and give exact times when the student was seen in the doctor's office. Students who receive unexcused absences will not be allowed to make up any work missed and will receive a zero for those assignments. There will be no additional preparation time given for work or exams due on the day of their return. Some examples of unexcused absences are oversleeping, car trouble, car repair, missing the bus, senior pictures, getting a driver's license, parental tardiness, and shopping. Parental approval to miss school does not necessarily mean that the school will approve the absence. Severe illness or injury which causes a student to be absent for an extended period, may be counted as one day at the principal's discretion. Students whose absences reach more than 10% of the prior 180 days of school will have their names reported to the county truant officer. After excessive unexcused absences, the student may be referred to the Sangamon County Truant's Alternative Education Program. A student 17 years old or over, will be dropped from the roll after fifteen (15) unexcused consecutive absences.

Note: Attending funerals for family members will not be counted against the ten absences.

Skip Day

The school does not sanction or approve a skip day at any level of the program. Any student participating in such an outing will be subject to the consequences of unexcused absences. A doctor's note is required if absent on a Student Skip Day.

PRESS 7:70, *Attendance and Truancy*

PRESS 7:80, *Release Time for Religious Instruction/Observation*

2.40 Make-Up Work

Excused Absences: A student that is absent from school will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. It is the responsibility of the student to obtain the missed assignments by emailing their teacher, or accessing their teacher's planbook link from the high school webpage. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. Failure to meet the deadline for turning in make-up work will result in loss of credit as determined by the grading policy for assessing late work. Parents/students are responsible for finding a valid courier for any materials that need to be picked up from the office.

For suspensions: A student that is suspended from school will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. All missed work must be turned in the day the student returns from the suspension. All tests/quizzes must be taken the day the student returns from the suspension. Failure to meet the deadline for turning in missing work will result in loss of credit as determined by the grading policy for assessing late work. During the suspension, it is the responsibility of the student to obtain assignments by emailing their teacher, or accessing their teacher's planbook link from the high school webpage. Parents/students are responsible for finding a valid courier for any materials that need to be picked up from the office.

Unexcused Absences: a student with an unexcused absence from school will be required to complete all missed work, including quizzes and tests. Upon returning to school the student will be assigned to a supervised alternative location to complete all missing work.

2.50 Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

PRESS 7:70, *Attendance and Truancy*

2.60 Grading & Promotion:

All students will attend on full time status. There will be no part time students at New Berlin High School. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance.

High School Eligibility

High School students participating in extra-curricular activities must meet all I.H.S.A. standards in order to participate. **In addition to those standards, New Berlin High School also requires that participants must be passing all subjects.** In order to be eligible to play sports for the following semester, students must pass 7 classes each semester. If a student is declared ineligible for any three weeks during the season, he/she may be dismissed from the team by the head coach/sponsor. These standards shall be extended to managers, statisticians, and support people as well. When an in-season student athlete is determined to be ineligible, a letter will be sent to the parents from the principal notifying them of the class (es) in which the student is failing.

Report Cards

Grades will be posted for all students on a weekly basis to family access. Any person(s) who do not have access to electronic grading via family access may request in writing that weekly grades of D or F be mailed home a hard copy. Report cards are posted to Skyward and made available to students and parents via Family Access at the end of each nine week grading period.

Averaging Semester Grades

Semester grades are the only grades placed on a student's permanent record. Credit is granted only for semester grades. Semester grades are determined by averaging the two nine week's grades and the semester exam grade. Each nine week's grade counts 2/5ths of the semester grade, with the final exam counting 1/5th of the semester grade. For questions regarding grades, please contact the classroom teacher.

Semester Tests/Final Exams

All high school students are required to take semester tests. Failure to take a semester exam, unexcused, will result in a failing grade for the semester exam grade. Students are expected to remain in a final exam for the entire class period. Leaving the exam without permission will result in a failing grade for the exam. Final exams may not be taken early.

Class Failure Policy

Any student who fails either semester of a required year-long class will not be permitted to enroll in the next level of that particular subject until the first course is successfully completed. Summer school credit for failed courses will be accepted, provided approval from the principal is obtained. Exceptions to this policy may be granted by the principal after consultation with the school counselor and the teacher(s) involved.

Schedule Changes

Schedule changes may be made during the last three days of the semester in December for 2nd semester or during the first three class days of the semester. When class changes are made, the student must obtain permission from the teacher(s) involved and the Director of Student Services. After three days, only the Director of Student Services, a change in a student's IEP, or the principal may authorize a class change. There will be very few changes approved by the Director of Student Services or principal after the three day limit. Any

class dropped after the first three days will be recorded as a failure for the semester.

Driver's Education-Classroom Attendance/Passing Policy

Students are required to have thirty hours of Driver's Education classroom instruction. Students are allowed to miss two class periods during the quarter that they are enrolled in Driver's Education. State statute does not differentiate between excused and unexcused absences for the purpose of drivers training. **If a student fails the class they will not be re enrolled for one calendar year.** Students will be given two opportunities to pass the classroom portion of Driver's Education at New Berlin High School. In the event a student does not pass the classroom portion twice the student must pursue Driver's Education through a private source. Any student who receives an A or B in the class is eligible to take the driving test with a certified instructor during the behind the wheel phase.

Driver's Education-Behind the Wheel Attendance/Passing Policy

Students are required to have six hours behind the wheel driving time with a certified instructor. Students will be given two opportunities to pass the behind the wheel portion of Driver's Education at New Berlin High School. In the event a student does not pass the behind the wheel portion twice the student must pursue Driver's Education training through a private source. Students are expected to be in attendance for their scheduled behind the wheel time. Students should arrive ten minutes prior to their scheduled drive time and should contact the instructor prior to their scheduled drive time in the case of illness. Students who fail to show up or contact the instructor prior to their scheduled drive time will be suspended from driving for one month for the first offense. A second offense will result in the student being removed from the program.

Transfer Students

Students new to the district will be placed by grade level and in classes based upon the former public school's permanent records or by placement testing. Transfer students are subject to benchmark testing to determine if there is a need for intervention upon entering New Berlin Schools. All transfer students are expected to meet our academic standards in order to be promoted to the next grade and must meet all NBHS Graduation Requirements to receive a diploma.. Students enrolling from a homeschool program are subject to benchmark testing to determine grade level placement.

Grading Scale and Class Ranking System

NBHS Grade Scale

A	92 - 100	B+	88 - 89	C+	78 - 79	D+	68 - 69	F	0 - 59
A-	90 - 91	B	82- 87	C	72 - 77	D	62 - 67		
		B-	80 - 81	C-	70 - 71	D-	60 - 61		

Class rank, grade point average and honor roll scale:

A	4.00	B+	3.34	C+	2.34	D+	1.34	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00		
		B-	2.67	C-	1.67	D-	0.67		

Honor Roll

The honor roll consists of students who attain at least a 3.0 grade point average:

- High Honors- 3.75 & Above
- Honor Roll- 3.25 to 3.74
- Honorable Mention- 3.00 to 3.24

2.70 Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Students that do not have homework completed will be issued a Failure to Complete Homework Referral and will be provided the opportunity to complete the assignment for credit during homework detention. **Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (1 day for each day of absence).**

2.75 Grading Policy for Assessing Late Work

If a student is given a referral for not completing their homework, the following procedures will be in place and will be communicated on the homework referral:

- The name of the missing assignment.
- A homework detention will be issued for lunch and/or 8th hour. The student will be given the opportunity to go to the teacher's room during 8th hour to ask questions/get help with the assignment, then will return to detention. At the end of homework detention, the student will turn in the assignment to the homework detention supervisor. The students' teacher will grade what was completed and submitted. If a student does not turn an assignment in at the end of homework detention, the student may receive a zero for the assignment, unless permission to turn it in before the next class session has been given by the teacher.
- If the detention is not served due to an excused absence 8th hour, the student may receive a zero if the assignment is not turned in to the teacher at the beginning of the next class session the student is in attendance for. The homework detention will still have to be served if the assignment is already turned in.

Homework Detentions are cumulative for all classes and will accrue on a semester basis only. The following consequences are put into place following cumulative homework detentions.

- 1st Offense:** 3rd homework detention for the semester = 1 hour detention and loss of cell phone privileges for semester
- 2nd Offense:** 6th homework detention for the semester= Saturday detention
- 3rd Offense:** 9th homework detention for the semester = 1 day ISS suspension

Capital Area Career Center (CACC) Student Homework Detentions

Due to early bus departure to CACC, CACC students will serve two homework lunch detentions on consecutive days for incomplete homework. Students will turn in their homework to their homework detention supervisor.

PRESS 6:280, *Grading & Promotion*

2.80 Exemption from Physical Education Requirement

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

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: The time of year when the student's participation ceases; and the student's class schedule.

PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

PRESS 7:260, *Exemption from Physical Education*

2.90 Credit for Alternative Courses and Programs and Course Substitutions

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded.

Students are responsible for

- (1) Students assume responsibility for any fees, tuition, supplies, and other expenses
- (2) providing documents or transcripts that demonstrate successful completion of the experience, and
- (3) taking a proficiency examination, if requested.

The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Credit Recovery

A student may take one credit (two courses) per summer or at SCLA in the after-school credit recovery program. A student may request additional Credit Recovery courses through the principal's recommendation and approval of the Board of Education. A summer school course will only be allowed if the student previously failed the course at New Berlin High School. Two units of credit may be counted toward the requirements for a student's high school graduation. Driver's education not taken in CUSD #16 will not count as one of these correspondence courses. Online and correspondence courses will not count towards a student's GPA. A student planning to graduate in three years with plans to enroll in college may take an additional two units of credit through an online or correspondence course upon approval of the Board of Education. **Final grades for summer school courses are due one week prior to the start of the Fall Semester. Due date for completion of correspondence work for seniors is one week prior to the date of graduation.**

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Advanced Placement Computer Science

The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

By the fall of 2023, for each student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Vocational or Technical Education; Registered Apprenticeship Program

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

- The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
- The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Capital Area Career Center (CACC) and Other Cooperative Classes

Attending C.A.C.C. or any other cooperative school is a privilege that requires certain responsibilities. Students attending any of these extended educational opportunities will be expected to follow the rules and regulations set forth in the Student Handbook. Additional requirements include:

1. A student must be registered as a full-time student at New Berlin to meet course registration requirements.
2. Students must submit completed application materials to the Director of Student Services by the designated deadline. Selection will be based on the number of positions available and the quality of candidates.
3. Students may not drive a vehicle to any cooperative school without a parent request and prior approval from the regular school principal. An approved student driver must not take student riders to CACC.
4. **All students are required to ride the bus to and from CACC.** Riding the bus or driving to a cooperative school is a privilege. Students causing problems riding the bus or student driver infractions may cause that student to lose his/her opportunity to continue attending the cooperative school. Students who drive to CACC without permission will be required to return to NBHS immediately and take unexcused absences from CACC.
5. Unexcused absences (truancy) at either the regular or cooperative school are serious offenses. Excessive unexcused absences will cause a student to be dropped from the roll at the cooperative school at the semester.
6. Students must be in attendance at NBHS by 8:15 am to attend CACC in the afternoon, or present a valid excuse for being absent. Students without a valid excuse for absence after 8:15 am will not be allowed to attend CACC and will remain in DSR for the afternoon. A student cannot be absent from NBHS and attend CACC.
7. On early dismissal days or when there are class schedule changes at New Berlin High School, C.A.C.C. and other cooperative school students will not be released early without parent permission. These students will be assigned to a classroom until the normal release time.
8. Students are not allowed to attend CACC while serving a suspension at New Berlin High School.
9. Students attending CACC are responsible for following and knowing all rules and policies of CUSD #16 and CACC.

CACC Violation: This includes any infractions in traveling to and from CACC or skipping afternoon classes at CACC. Violations may result in loss of the early dismissal sign out privilege from New Berlin High School.

1st Offense: Saturday detention

2nd Offense: 1-day suspension

3rd Offense: 2-day suspension

4th Offense: 3-day suspension with potential removal from the CACC programs

Lincoln Land Community College Course Enrollment for High School Seniors:

To be eligible for release to take college coursework during the afternoon of a student's senior year, the following criteria must be met:

1. Students must complete an Application to Enroll in College Coursework available from the Director of Student Services.
2. Students must maintain appropriate attendance as per State Code.
3. Students must have Senior status credits, be on-target for graduation, with his/her class.

4. Student must have a cumulative GPA of 3.0 at the end of the 6th semester
5. Students must have the approval of both the Director of Student Services and Principal.
6. Students must enroll, and remain enrolled, in two (2) individually **credited** courses totaling 6 hours at the college level.
7. Student must complete, and submit on time, all forms required by CUSD #16.
8. Students will be responsible for immediately reporting any class failures or change of status at the college level, to the DOSS and/or principal.

To remain eligible for the early release to attend college courses the following criteria must be maintained:

1. The student must successfully remain enrolled in two individual (2) courses at the college level and provide proof of registration to the DOSS.
2. The student must sign a release allowing the DOSS to contact the college about the student's enrollment status.
3. The student must maintain passing grades in his/her college courses.

The District has the right to impose consequences on those who fail to meet the expectations above. The consequences may include: suspensions, re-enrollment in courses at New Berlin High School, requirement to make up all missed assignments from CUSD #16.

Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

PRESS 6:135, *Accelerated Placement Program*, PRESS 6:135-AP, *Accelerated Placement Program Procedures*
 PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

2.100 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician's assistant, or registered nurse, anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the building principal.

PRESS 6:150, *Home and Hospital Instruction*

2.110 Early Graduation Policy

Students who have successfully completed requirements as established by the Unit #16 Board of Education may apply to graduate at mid-term of their senior year by completing the application available from the DOSS. These students must prove one of the intentions below in order to apply:

1. Spring semester enrollment at a post-secondary institution on a full-time basis. Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.
2. January enlistment in the military.
3. Other extenuating circumstances as approved by the administration and Director Of Student Services of CUSD #16.

Students who meet these qualifications must apply by September 1. If a student wants to graduate a year early, they must apply for early graduation by May 1st of the year before. (For example, a Sophomore student wants to graduate at the end of their Junior year). When graduating early, the student breaks all ties with the school and all privileges associated with being a student are forfeited, including the senior class trip. Students who graduate early may attend the junior-senior prom and after-prom. Early graduates must also take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

PRESS 6:300, *Graduation Requirements*

2.120 Requirements for Graduation

The Director of Student Services is available to help students plan schedules and answer questions regarding requirements for graduation and college entrance. Each student is ultimately responsible for knowing and meeting credit requirements for graduation and for his/her chosen post-secondary institution.

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements** as presented below.
2. Completing all courses described below, as determined by when the student entered the 9th grade.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Completing all required state testing as per the School Code.
5. Acquiring 26 credits in the following areas:

English	4 Credits
Physical Education	4 Credits - Including Health and Driver's Education
Mathematics	3 Credits
Science	3 Credits
Social Studies	3 Credits Must include Civics
Consumer Education	.50 Credit –Ag Business may be substituted
Electives*	8.5*

*One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for

language arts may not be used to satisfy the course requirement under this subdivision (f) For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

**These requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program. Students must be enrolled in physical education courses for every semester enrolled at New Berlin. According to Illinois School Code, students may be waived from physical education class according to the guidelines set forth in Handbook Policy 2.80.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

PRESS 6:300, *Graduation Requirements*

Participation in Graduation

To participate in baccalaureate and commencement exercises, all graduates must notify the high school office by January 31. Arrangements must be made for cap and gown purchasing and attendance at graduation rehearsal. Failure to meet these deadlines will result in not being allowed to participate. Any senior with credit or course deficiencies will not participate in graduation exercises. Participation in the graduation ceremony may be denied, on an individual basis, at the discretion of the school administration. Students must pay all dues and fees owed to the school and return all uniforms, equipment, or other school items before they will be allowed to practice for and participate in graduation. Students are required to practice for graduation unless they have a valid and prearranged permission to be absent from the principal.

Graduation GPA Designations

Students who have earned the privilege of participating in the graduation ceremony will be recognized for their academic achievement according to the following GPA Designations:

- Summa Cum Laude: 3.9-4.0
- Magna Cum Laude: 3.75-3.89
- Cum Laude: 3.5-3.749

The title of Valedictorian and Salutatorian will no longer be assigned to students whose class rank is first and second place respectively.

Chapter 3: Student Fees and Meal Costs

NBCUSD#16 Fee Schedule - ~~NY 24 School Fees~~

3.10 Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular or extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the same income guidelines, with the same limits based on the household size, that are used for the federal free meals programs;
- The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
- The student is homeless, as defined by the McKinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 217-488-6012. Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility requirements.

PRESS 4:110, *Transportation* PRESS 4:140, *Waiver of Student Fees*, PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*, PRESS 4:140-E1, *Application for Fee Waivers*, PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

Debts to School

Students and parents are responsible for any debts owed to the school, including school organizations. Initial (non-threatening) letters will be sent by individual teachers or the high school office. Additional requests from the office will require immediate response from the debtor, with possible notification to our collection agency. All debts must be paid prior to behind the wheel driving in driver's education and graduation ceremonies.

Registration/Course Fees

HS Registration Fee is \$100.00. There are a number of general elective and credit recovery courses that have a fee assessed to them. A copy of the related fees is available in the high school office. Students are required to have a PE uniform. PE uniforms are included in fees that are waived when a student qualifies for free lunch. The school will purchase a PE uniform one time for a high school student. If it is lost or needs to be replaced the parent is responsible for purchasing any additional shorts or shirts throughout the student's high school career.

Locks/Lockers

Hall lockers will be assigned to all students. Students must use the lockers assigned to them, and are not permitted to put their belongings in lockers that they are not assigned to. Open food and drink containers or anything of value should never be left in a locker for an extended period of time. **The school will assume no responsibility for any items that are lost or stolen.** Bags, backpacks, purses, and other carrier items should be left in lockers during the school day. Lockers are the property of the school district and the school administration has the right to make general inspections or searches for specific items at any time. If a student chooses to secure their locker, locks are available to rent for \$5.00 in the high school office. If a personal lock is placed on a locker, the key or combination must be turned into the high school office or it will be cut off. PE locks are provided by the school yearly at no charge. PE Lockers/Locks are shared by students. Students will be charged a replacement fee of \$5.50 for any school lock that is lost or damaged.

Parking Fees

Students are required to pay \$30.00, complete a parking application, submit auto insurance verification, and a copy of their driver's license to the office to receive a parking permit to park on school grounds in the student parking lot during the school day. Vehicles that are on school grounds without a parking permit will be towed at the student/parent's expense. Families that have multiple vehicles that could be driven to school may list other vehicles on the parking permit.

Textbooks

In most cases, textbooks are rented from the school. It is the student's responsibility to keep his/her books in good condition and free of marks. If books are not returned or not returned in good shape, the student will be expected to pay for the cost of replacing the book.

Chromebook/Electronic Charges

Chromebook Full Replacement (broken or lost) \$275, Chromebook Screen \$50, Chromebook Charger \$35, Chromebook Bag \$20

3.20 School Lunch Program/Costs

High School students must eat lunch in the cafeteria. Food is not to be eaten in classrooms, gym or hallways. School breakfast and lunch will be served daily. Breakfast is served from 8:00 - 8:20 a.m. Meals should be paid for in advance either by check made payable to CUSD #16 or through Family Access. *All family members may be included on a single check, even if they attend different attendance centers.* The cost of breakfast is \$1.65 and the cost of lunch is \$2.85. Each student will be given a lunch card/ ID which can be scanned by the computer. 9, 10, 11 & 12th grade students will be responsible for their lunch card. Students who fail to present their lunch card will be required to go to the end of the lunch line. Account information is posted on Family Access. In addition, a courtesy call through School Reach will be made as well as an email reminder when the student's account balance reaches \$1.00. If the balance remains negative, the parent or guardian will receive a letter in the mail from the Cafeteria Office. Please keep your student's lunch account up to date! Free lunch and reduced lunches are available by application to those families who meet the Federal guidelines. The forms must be completed annually and are available through Family Access. The forms are to be filled out completely before returning them to the school office. If you have any questions regarding your child's lunch balances or any questions concerning the cafeteria, please contact the Food Service Director at (217) 488-6054 ext. 518.

Cross Reference: PRESS 4:130, *Free and Reduced-Price Food Services*

Chapter 4: Transportation and Parking

4.10 Bus Transportation

The driver is in charge of all students on the bus with authority similar to the authority of a teacher in the classroom. The right of students to ride the bus is related to their good behavior and observance of rules and regulations. **Safety demands complete cooperation.** It is the duty of the driver to notify the transportation director and principal, in writing, when students do not conduct themselves properly on the bus. The school administrator may then forbid such students the privilege of riding the bus. In addition to the rules listed below, all rules, regulations, and consequences listed elsewhere in this handbook apply to riding on a school bus.

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. 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 principal.

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. 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. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

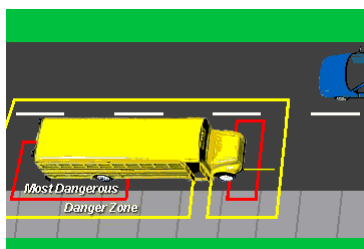
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the

opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Each District #16 School Bus is equipped with a camera, which makes a video and audio record of each student's behavior. The purpose of this monitoring is to limit misbehavior on each bus and provide safer bus transportation. Should a student problem occur on a bus, the transportation director and/or the principal or his/her designee, may review the film record to determine the cause of the problem. Due to privacy issues of all students, only authorized school personnel shall view tapes.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

- Only regularly scheduled bus passengers are permitted to ride the bus. Students must ride the bus to which they are assigned.
- 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.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- 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.
- 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.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps 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.
- 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.
- Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact the Transportation Director at: 488-6012.

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

PRESS 4:110, *Transportation*, PRESS 7:220, *Bus Conduct*, PRESS 4:170-AP3, *School Bus Safety Rules*, PRESS 7:220, *Bus Conduct*. PRESS 7:220-AP, *Electronic Recordings on School Buses*

4.20 Driving/Parking Regulations

Students driving motor vehicles to school must possess a valid driver's license. All traffic laws and posted speed limits must be observed. The parking area in front of the main entrance of the school, beside and across from the Lutheran Church is reserved for staff and visitors only. No student parking is allowed in this area.

Students are to park in student designated parking only. The assignment of parking areas will go to seniors first and then to juniors, sophomores, and if room permits, freshmen. Any student not following these rules will not be allowed to drive his/her car to school and

park on school grounds. Once a student's car is parked at the beginning of the school day, it is to remain in the assigned parking space until dismissal time. Students are not allowed to go to their cars or the parking lot without permission from the principal's office. The parking lots and student cars are off limits during the school day. Those students who leave school without permission during the school day will lose parking privileges and will be subject to other handbook regulations. Students are not to ride in, drive, or sit in any motor vehicle during closed campus. Students who violate this rule or engage in any unsafe act, or have accidents in a motor vehicle will be subject to the following consequences:

First Violation-warning; possible loss of privilege to park on school property for 1 quarter

Second Violation - loss of privilege to park on school property for 1 quarter

Third Violation - loss of privilege to park on school property for the remainder of the year

All students shall be required to park in an orderly manner. The roadway to and from the bus garage must be kept clear at all times. Any student vehicle parked inappropriately or in any other area during school hours may be towed away at the student's expense. Traffic laws and safety rules must be observed while driving on school property. Please remember that driving to school is a privilege, which may be revoked.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. Students who use vehicles for transportation to and from school are expected to comply with the regulations below. Pupils should realize that their parents or guardians are responsible for damages that may result from driving on and parking on school property.

Parking Expectations

1. Upon arriving at school, students are to park in an assigned spot in the Student Parking Lot, located by the bus garage. Vehicles are to be vacated until school is dismissed or special permission is granted by the principal to leave in the vehicle.
2. Vehicles must be parked properly within the assigned spot, and must be driven under the speed limit of 10 miles per hour. Driving in a reckless manner is prohibited. Violators of this regulation will be denied permission to operate a motor vehicle on school property and will be subject to disciplinary action.
3. Vehicles parked outside of designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense.
4. Students who wish to park on campus must park in the designated lot. Failure to park in the designated area may result in disciplinary consequences *or loss of parking privileges*. The lot located by the junior and senior high office entries are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.
5. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.
6. CACC students are not allowed to drive to CACC unless they are driving to a work assignment through CACC or driving as a necessary part of their course work (taking a tractor to Ag Mechanics). Permission must be granted by both CACC and the NBHS principal. Only that student may be in the vehicle going to and from CACC. Students violating this rule will be given consequences under the heading of insubordination.
7. Students who leave campus without permission will be subject to the loss of parking privileges.

For the safety of all students, the school administration has the right to take appropriate measures to provide for the safe travel and/or transportation of students to and from school, immediately before or after the school day. Therefore, the administration may take disciplinary action upon receipt of reports of unsafe or reckless driving, involving students entering or leaving campus, or within the general vicinity of the school campus. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Chapter 5: Health and Safety

Wellness Policy

The Board of Education of Community Unit School District #16 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. Furthermore, the Board recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity.

Emergency Information

It is necessary that there is current emergency information on file for each child. This information is of great value to the child in the event he or she becomes ill or is injured at school. This information is included on the CUSD #16 registration form. **This information must include emergency phone numbers.**

Illness at School

Illness or injury at school may require that a student returns home. If this is the case, parents will be contacted by school authorities to explain the circumstances. The parents should then make timely arrangements for getting the student home. In case the parents cannot be reached, the school will only contact the person or persons listed on the student's registration form. Parents are to give this information to the school when they register. It is imperative that the student's emergency card be kept updated. If you know of any reason for a change, please notify the office. Students will not be excused from school for the illness unless school authorities have contacted the

parent for the student to be picked up. In the event the student has contacted the parent due to illness, and has not gone through the school nurse or office staff, the absence will be counted as unexcused when the student signs out.

Illness at Home

If your child has a fever, please keep them home until they have been fever free for 24 hours without fever reducers. If they have been vomiting or have diarrhea, they should also remain at home until they have been retaining food and without diarrhea for 24 hours. Please stress to your child the importance of good hand washing to prevent the spread of germs.

Accidents

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to the adult in charge. Accident reports are available in the office. The school will make every effort to inform the parents of any accident or illness occurring at school that may need care of observation at home; and, for safety reasons, no student will be sent home unless a responsible adult is contacted and arrangements made.

Child Abuse

State law requires that all suspected child abuse be reported to the proper governmental agency. School employees are Mandated Reporters

Medical PE Exclusion

Illinois students are required to take part in P.E. Class on a daily basis. A student may be exempt from some or all physical activities when the appropriate excuses are submitted to the school by a parent/guardian (for one day only) or by a person licensed under the Medical Practice Act (for periods of more than 1 day). Alternative activities and/or units of instruction will be provided for students who are unable to participate

5.10 Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and up-to-date immunizations prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. 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 an appropriate medical professional.

Eye Examination

All students entering kindergarten or an Illinois school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempt from the above requirements:

1. On medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. On religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Eye examination requirement if the student's parent/guardian completes the State of Illinois Eye Exam Waiver or
4. Dental examination requirement if the student's parent/guardian completes the State of Illinois Dental Exam Waiver.

PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Vision and Hearing Screening

CUSD#16 students will be screened annually in the required grades as stated in Section 675.110 of the Title 77 Illinois Administrative Code. Screening is not a substitute for a complete examination by a doctor. Students are not required to undergo screening (vision or hearing) if a physician signs a report indicating that a complete examination, eye and vision/ear and audiological evaluation, has been administered within the previous 12 months. Parents or legal guardians of a student may object to screening for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objection must be presented to the local school authority.

5.20 Student Medication

Taking medication during school hours or during school-related activities is prohibited 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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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 is submitted by the student's parent/guardian. No student is allowed to 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 procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

Administration of Medical Cannabis In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

Cross-References: PRESS 7:270, *Administering Medicines to Students*; PRESS 7:270-AP, *Dispensing Medication*; PRESS 7:270-E, *School Medication Authorization*

NBHS Medication Procedures

1. Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases in which failure to take medication could jeopardize the child's health and/or education, should medication be administered at school. **All medications** that are brought to school must be sent to the nurse's office upon arrival. This medication will be stored in a locked cabinet. It is recommended that medications be delivered to the school by the parent.
2. All medications given at school, prescription and over the counter medication and supplements (which include essential oils), must be prescribed by a licensed prescriber. The medication must be brought to school in the original most up-to-date container as dispensed by the pharmacy or in the original over the counter packaging. No medication in "baggies" will be accepted. The CUSD#16 "Authorization For Administration of Prescription Medication" form must be completed by both the parent and the physician. Any change in the dosage or administration must have written authorization from the prescriber.
3. The morning doses of medications should be given at home.
4. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse.
5. Questions concerning medications will be referred to your physician.

6. Self-managed and emergency medications will be evaluated individually by the school nurse (i.e. asthma inhalers, epi-pens, and medication to manage diabetes). It is recommended that spare medications and supplies be kept in the nurse's office for emergency use.
7. CUSD #16 Medication and Health Forms are available on the website, in either school office or in the nurse's office.
8. The school not only has the right, but also the responsibility to refuse to administer any medication at school if properly qualified individuals are not available.
9. The school will ascertain from the parent and/or the physician the necessity for administering medication during school hours and will retain the discretion to reject requests that do not meet the medication guidelines. **Medication sent to school without proper documentation will NOT be given.**
10. Noon medication is not routinely given at school on early dismissals @ 11:45 or on field trips.

5.30 Student Counseling Services: Guidance & Social Work

The school provides a guidance and social work counseling program for students. The school's counselors are available to those students who require additional assistance. Contact the high school principal if you feel your child is in need of these services. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and 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.

Cross-References: PRESS 6:270, *Guidance and Counseling Program*

5.40 Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. 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, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Cross-References: PRESS 4:170, *Safety*; PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

5.50 Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross-References: PRESS 7:280, *Communicable and Chronic Infectious Disease*; PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

5.60 Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References: PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

Chapter 6: Discipline and Student Conduct

Promoting Positive Behavior

An orderly school environment is essential for a safe school and student achievement. Rules and procedures are designed to create a sense of security among students. The New Berlin Senior High School staff and administration adhere to clear behavior expectations for high school students that will maintain an orderly educational environment. We will implement PBIS (Positive Behavior Intervention Supports) for all students in order to ensure a safe learning environment and to promote positive choices/decision-making. Positive Behavior will be recognized and rewarded through daily, weekly, quarterly, and semester incentives. Students who follow school-wide

expectations: **Be Ready! Be Responsible! Be Respectful!** will be recognized using the following Rewards/Incentives:

● **Salty Dough** - Students that demonstrate universal expectations - Be Ready! Be Responsible! Be Respectful! in all settings of the building will receive a Salty Dough coupon to redeem in the HS Office. Students should refer to the Building Expectations Matrix for guidelines.

● **Students of Character Nominations** – NBHS is a Character Counts school. Character Counts is based on the 6 pillars of character: Respect, Responsibility, Fairness, Caring, Citizenship, and Trustworthiness. Teachers nominate students based on the above qualities. Students of Character are then eligible to receive a Student of the Month award.

Students are held to these standards by all staff and administration, and when they are not meeting the expectations, a range of consequences will be issued for those who violate school rules. Please read this section carefully.

6.10 General Building Conduct/Expectations

- Students must have a properly completed pass through eHallpass to be in the hallway during class time. Students will submit the eHallpass for the teacher to approve.
- Students must place their cell phones in the cell phone holder before the bell rings at the beginning of each class. The cell phones must remain in the cell phone holder the entire class period until the class is dismissed by the teacher. Students are not permitted to have their cell phones out and using them in the hallways during class time, unless permission has been granted by the teacher to take the cell phone out of the holder to use it in the hallway.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Drink containers that are filled with water are permitted in the classroom and in the hallways. All other beverages are not permitted in hallways, classrooms, or lockers.
- Food items shall not be in the hallways or lockers at any time. **Food items are not to be consumed in the hallways or individual classrooms. Vending machine food may only be purchased before or after school.**
- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.

Hallway/Passing to Class Expectations

Students change class at the end of each period. Cooperation and courtesy are expected during passing periods. Students have a four (4) minute passing time. The teacher, not the bell, dismisses students. To assist in getting to class on time, students should use the most direct route possible, keep to the right, walk at all times, keep noise to a minimum, and keep hands and feet to themselves.

Library Media Center Expectations/Conduct

The Library Media Center, and its materials and resources, exists primarily for the purpose of student-use. Students are encouraged to make full use of the facility for all their information needs. If there is some item that you feel the LMC might need in its collection, let the Library Media Specialist know. To ensure that our Library Media Center is and will remain available for all students to use, patrons of the LMC must abide by the following rules intended to protect everyone's rights and privileges. Violators of these rules will be subject to detention.

1. Students coming from class must SIGN-IN and present the Media Center Supervisor with a PASS from his or her classroom teacher.
2. Books may be charged out for THREE (3) WEEKS and must be returned by the date due or a fine of 10¢ per day will be assessed.
3. Students with unpaid fines or overdue books may be prohibited from charging out any other resources.
4. Student behavior in the LMC shall be regulated as it is in any classroom.

6.20 School Dress Code

Dress for Success

We are committed to preparing students for success after high school – whatever their post-secondary plans may include. Part of that preparation includes the understanding of the importance of context as they begin navigating the world. Choosing the right attire for different contexts is an important life skill. The “Dress for Success Norms” encourages students to keep their focus on learning, maintain age-appropriate expectations, and express their individuality in an appropriate manner. We are committed to provide an environment that allows students to feel comfortable while expressing their individuality. The New Berlin staff will take great strides to ensure that these straightforward Dress for Success Norms apply equally to both male and female students. We strive to enforce these rules respectfully and without judgment. We appreciate and expect parent and student cooperation in our efforts to make our Dress for Success Norms and their enforcement fair, balanced, and gender-neutral. If there is any doubt about dress and appearance, the building principal will make the final decision.

Dress for Success - What to Wear

All students must follow these norms at school and all school-sponsored events. This includes, but is not limited to, school activities, field trips, and school-sponsored after-school programs.

- Students are expected to dress appropriately for school, wearing clothing that is well-suited for the school environment.
- Clothing will completely cover the torso, including top of chest, and backside in non-see-through materials, covering all undergarments.
- Shirts of any kind must have straps that cover undergarments.
- The length of shorts or skirts must be appropriate for the school environment.
- Safety is paramount. Appropriate footwear (sneakers, boots, sandals, etc.) must be worn at all times. State law specifies that safety glasses must be worn in shops and labs when working with machinery and/or chemicals.

Examples of prohibited attire

- Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Words or messages that are so offensive to any individual or group as to create an immediate reaction disruptive to the orderly operation of the school or school activities are prohibited.
- Headcover of any type: caps, hats, hoods, or bandanas.

- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Pierced jewelry that presents a safety hazard, spiked apparel, spike accessories, animal collars, or chains that can be used as weapons are prohibited.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages or names, illegal drugs, drug paraphernalia, tobacco ads, sexual innuendo, profane language, vulgar statements, gang or satanic symbols, hate messages, death, suicide, violent behavior, or other inappropriate images.
- Thick/bulky jackets, coats, or other types of outdoor apparel such as sunglasses are not allowed to be worn in the building except when arriving or leaving; they are to remain in the students' lockers at all times.
- Clothing that reveals undergarments through rips, holes, tears, or that is poorly fitting/sagging is not permitted to be worn at school.

Non-Compliance with Dress For Success Norms

NBHS staff will address non-compliance with the Dress for Success Norms in a respectful and professional manner; our intent is not to shame individual students for their wardrobe choices. We would expect that no student should need to be asked more than once, in one year, to adjust their attire to meet the norms. If a student needs to be asked more than once it becomes an issue of disrespect/insubordination rather than an issue about dress.

1st Offense: Warning Student will be asked to change clothes. The student will remain in the office or DSR until a parent can bring in a change of clothes.

2nd Offense: Detention and student will be asked to change clothes. The student will remain in the office or DSR until a parent can bring in a change of clothes.

3rd Offense: Saturday Detention and student will be asked to change clothes. The student will remain in the office or DSR until a parent can bring in a change of clothes.

Cross-References: PRESS 7:160, <i>Student Appearance</i>
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6.30 Student Conduct

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

Disciplinary Infractions and Consequences

Appropriate disciplinary action will be taken when students do not follow expectations for conduct. School rules apply at all school activities, even when they occur outside the regular school day or away from school grounds including any type of school sponsored trip (See Chapter 9). The principal shall take into consideration the age of the student and the discipline history when determining consequences. The principal may determine a more stringent consequence after considering all the circumstances of a situation. Copies of all School District policies on student behavior are available online through the School District's website, in the student agenda, or in the school office.

Student misconduct falls into one of 3 categories: MINOR, MAJOR or GROSS Misconduct. Progressive Discipline Steps are designed to discourage students from making decisions that negatively impact themselves and others and are set up to respond to student misbehavior on a graduated basis based on both frequency and severity. Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

Responses to MINOR MISCONDUCT

Classroom Interventions

Each teacher will have a list of classroom rules, which will be presented, posted, and distributed the first week of each Semester, then reviewed throughout the school year. This rule list serves as a Step #1 initiative.

1. Rule Presentation and Posting
2. Verbal Warning
3. Proximity Control
4. Selected Seating
5. Accommodate Assignments/Homework Detention
6. Ignoring Misbehavior/Redirecting
7. Logical Consequences
8. Modeling Appropriate Behavior

When student behavior becomes so disruptive that the learning environment is jeopardized, intervention beyond a warning is required, or is significant to the extent that the action violates specific stated expectations of student behavior, the teacher will submit a disciplinary report to the office. When the teacher submits a disciplinary referral, an email notification to the parent will automatically generate from the Skyward Student Management System.

Examples of MINOR MISCONDUCT

1. Late to class
2. Talking in class
3. Unprepared for class/ did not bring class materials
4. Dress code violation
5. Refusal to work/head down/sleeping in class
6. Disruptive to Classroom/School Setting (to Teachers or other Students)
7. Disrespectful to Teachers or other Students
8. Possession or Use of Electronic Device or Pager
9. Disorderly conduct
10. Homework not completed less than 3 times
11. Inappropriate Public Display of Affection: There shall not be any inappropriate display of affection at school or school-sponsored activities. The only acceptable display of affection is holding hands.
12. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
13. Inappropriate behavior in the hallway

Examples of MAJOR MISCONDUCT

1. Being absent without a recognized excuse.
2. Homework not completed more than 3 times.
3. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
4. Engaging in academic dishonesty, including cheating, or wrongfully giving or receiving help during an academic examination.
5. Use of inappropriate language that is obscene or abusive (written or verbal).
6. Out of bounds - students must stay in the gym or cafeteria during lunchtime, before school until 8:10. Students are not allowed in the building or on school grounds from 3:25 pm until 7:50 am unless under direct faculty supervision.
7. Leaving class without permission.
8. Insubordination/Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

Examples of GROSS MISCONDUCT

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - o Any illegal drug, 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*).
 - o Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - o Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - o Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - o Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - o "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - o 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.
 - o Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a

physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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 have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and 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 telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Engaging in academic dishonesty, including intentionally plagiarizing, altering report cards, or wrongfully obtaining test copies or scores.
7. Forgery - This includes false representation of any kind or misrepresentation of the truth. Examples: misrepresenting a parent’s signature, teacher’s signature, other adult or student signature, or voice mail.
8. Possession of school forms (wrongful procurement or possession of a test, test key, office forms, etc.)
9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
11. Engaging in teen dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
13. Extortion - Obtaining or attempting to obtain something by force, threats, or intimidation.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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 involved with any public school fraternity, sorority, or secret society.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
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 but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
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 unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession**” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desks, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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.

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.

The list below 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 or 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. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following options:

Minor Misconduct	Major Misconduct	Gross Misconduct
<ul style="list-style-type: none"> ● Notifying parents/guardians. ● Verbal reprimand. ● Disciplinary conference. ● Withholding of privileges. ● Temporary removal from the classroom. ● Return of property or restitution for lost, stolen or damaged property. ● Detention – homework, after-school, or Saturday - provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.) ● Directed Study Room/Alternative Classroom Setting - # of days based upon the severity of misconduct 	<ul style="list-style-type: none"> ● Notifying parents/guardians. ● Disciplinary conference. ● Withholding of privileges. ● Temporary removal from the classroom. ● Return of property or restitution for lost, stolen or damaged property. ● Directed Study Room/Alternative Classroom Setting - # of days based upon the severity of misconduct ● Detention – homework, after-school, or Saturday - provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.) ● Community Service ● Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules. ● Suspension of bus riding privileges. ● Participation in Restorative Justice Curriculum 	<ul style="list-style-type: none"> ● Notifying parents/guardians. ● Return of property or restitution for lost, stolen or damaged property. ● Directed Study Room/Alternative Classroom Setting - # of days based upon the severity of misconduct ● Community service. ● Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules. ● Suspension of bus riding privileges ● Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds. ● Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds. ● Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law. ● Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, 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. ● Participation in Restorative Justice Curriculum ● Participation in Re-Engagement

CORRECTIVE MEASURES

WARNING

When appropriate, staff will give a verbal warning to a student the first time an inappropriate behavior occurs indicating to the student that a reoccurrence of the behavior will result in the issue of a detention.

OFFICE REFERRALS

An office referral is a notice from the teacher that the action is so disruptive as to require teacher intervention beyond a warning to stop and is significant to the extent that the action violates specific stated expectations as outlined in the section titled “Disciplinary Actions”. An Office Referral may include the student being sent from the room to the office in order for the teacher to maintain an appropriate learning environment. Consequences will be given according to the handbook policies.

Parental notification for disciplinary action will also be made by mail and, when possible, by email/phone. Depending on the severity of the offense, parent conferences may be requested. Law enforcement authorities may be notified in all incidents where criminal activity is indicated. Restitution will be required in cases where property is damaged or missing.

SEVERE CLAUSE

Staff will issue an immediate disciplinary report to the office for any student who exhibits behavior of a totally unacceptable and disruptive nature to the learning environment. Consequences as per the handbook will be applied. Parental notification for disciplinary action will also be made by mail and, when possible, by email/phone. Depending on the severity of the offense, parent conferences may be requested. Law enforcement authorities may be notified in all incidents where criminal activity is indicated. Restitution will be required in cases where property is damaged or missing.

HOMEWORK/LUNCH DETENTION

Students serving a detention for incomplete homework will turn in their completed homework at the end of each detention session. The detention supervisor will then put the completed homework in the designated teachers mailbox. The work the student completes in

detention is what will be counted by their teacher. If a student does not turn in any work at the end of the detention session, the student may receive a zero for the assignment.

DETENTION

Parents must be notified before a student serves detention. If the student rides a bus, the student and parent shall be given one-day advance notice of the detention. Detention is offered on Tuesday, Wednesday, Thursday, and Saturday. Weekday evening detentions will begin at 3:30 PM and conclude at 4:30 PM. Saturday detentions will be served from 8:00 to 10:00 AM.

Students in detention are responsible for their own transportation. If a scheduled detention of any type is not served, or if the student is tardy to detention, it doubles. If a student fails to serve a rescheduled detention, he/she will be assigned to DSR for at least 1 day. Unless otherwise noted, any second or subsequent offense will result in a higher consequence level as deemed appropriate by school administration. Violations of some expected behaviors will result in the potential loss of privileges. Students may appeal the assignment of detention with a verbal or written request to the principal. Appeals should be held from 8:10 to 8:25 AM or from 3:20 to 3:45 PM on school days and made within 2 days of receiving the notice. **An automated email will be sent to parents when Office Referrals are written.**

GUIDELINES FOR DETENTION:

1. Detentions may be issued to students in accordance with our disciplinary guidelines. Students will be assigned to the next scheduled Tuesday, Wednesday, Thursday or Saturday detention and will be notified of the date and place.
2. Students are to arrive at detentions on time. Students arriving late will have additional time assigned and will be turned away
3. For detentions lasting more than one hour students will have a restroom break lasting 5 minutes between each hour.
4. Students must bring school assignments and school books with them. No magazines will be allowed. No drawing or doodling will be permitted. Students must be actively engaged in schoolwork.
5. No talking is allowed.
6. Students may not sleep or put their heads down on their desks.
7. No candy, food or drinks are allowed.
8. Students will have assigned seating.
9. If the guidelines are not followed, students will be warned once. Problems after that will result in dismissal from that detention session with additional consequences.
10. Students who miss Saturday detentions or who are removed from Saturday detentions will receive an in-school suspension.
11. Students are to be picked up promptly after detention. Students are responsible to make arrangements for rides home ahead of time and should not expect to use the school phone for obtaining rides.
12. No electronic devices or cellular telephones may be utilized during detention.
13. Only students assigned to detention will be allowed.

EXCLUSION FROM CLASS

Teachers have the authority to exclude from class students who are disruptive, discourteous, disrespectful, or who interfere with the educational process. Students may be excluded from class for one (1) day per incident. Failure to report to the office shall be considered insubordination and appropriate disciplinary action shall be taken. Students who are removed from class will receive zeroes for grades taken during that time.

DIRECTED STUDY ROOM

Students placed in Directed Study Room (formerly known as in-school suspension) will report to the office in the morning. Students will be segregated from the student population for the entirety of the school day. Students will be allowed to make up homework and quizzes/tests. Students on in-school suspension will not be allowed to participate in extracurricular activities for the day they are on in-school detention. This would be considered an unexcused absence from extracurricular activities.

SUSPENSION – OUT OF SCHOOL

Students placed on out-of-school suspension must not appear on school property, nor attend any school activity in which CUSD #16 is participating, until the suspension has been completed. Students will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. **Out-of-school suspensions will be counted as unexcused absences. Students will receive full credit for assignments turned in upon the first day back from suspension.** Failure to abide by the above rules will cause additional out-of-school suspension time to be assigned. Repeated suspensions may result in a recommendation for expulsion. Parents will be notified of out-of-school suspensions by telephone or by mail.

If you would like to discuss or appeal any aspect of suspension with the principal, Director of Student Services, or teachers please schedule a conference by contacting the principal. If the appeal is not satisfactory, the Illinois State School Code, Chapter 122 Section 10-22.6, provides for parents/guardians or suspended students an opportunity to appear before the school board for a review of the suspension. Please contact the district secretary to appeal an out-of-school suspension in order to appear before the Board of Education.

EXPULSION

Expulsion is the total separation of a student from school. This action must be made by the Board of Education. Expulsion is the final alternative in attempting to correct a problem. Parents will be notified of the procedure and their rights in expulsion proceedings.

Expulsion may be justified in any of the following:

- a. A single serious violation of a school rule.
- b. The continuous violation of established school rules, interference with the educational process, or disregard for authority.
- c. The endangerment of the health, safety, or welfare of students, faculty, or other school personnel.
- d. Any of the episodes listed in other sections of the handbook that would call for expulsion.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

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 in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, 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.**

Corporal Punishment

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

Weapons Prohibition

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 not less than one year but not more than 2 calendar years:

- A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- 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 may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross-References: PRESS 7:190, *Student Discipline*; PRESS 7:190-AP2, *Gang Activity Prohibited*

6.40 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 and school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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 the orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

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.

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager, or any staff member with whom the student is comfortable speaking. All district staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member.

Reporting procedures concerning claims of “bullying” are as follows:

1. Students who believe in good faith that they are a victim of bullying or harassment are encouraged to report, orally or in writing, such conduct to any member of the school staff the student feels comfortable talking with or report to the Principal's Office. Submit a report electronically using the **Student Reporting Form**.
2. Any school personnel who observes bullying or harassing conduct or who acquires information, even anonymously, about actual or threatened bullying directed toward a student shall report such conduct to the building Principal. School personnel shall take reasonable immediate action to prevent imminent harm to a student who is subject to observed bullying or harassing conduct.
3. The building Principal, or his/her designee, shall promptly investigate and address reports of bullying and/or harassment. The Superintendent shall be promptly informed of any such reports and investigations. All investigations shall be concluded within 10 school days with a written report to the Superintendent. As circumstances deem appropriate, Parents of a student who is a victim of such conduct or who is the perpetrator of such conduct shall be reasonably informed of any investigation and/or discipline or interventions imposed. Any such communications with Parent shall be consistent with student privacy rights as allowed by law and reasonable given the totality of the circumstances surrounding any incident or report of bullying/harassment.
4. Interventions used to address bullying and/or harassment behavior may include, but shall not be limited to, school social work services, restorative measures, social-emotional skill building, and school psychological services as appropriate to address specific acts and circumstances of bullying/harassment complaints.
5. No one reporting or supplying information about acts of bullying/harassment shall be retaliated against or punished.
6. Annually, the Superintendent shall direct all students, their parents and school personnel shall be informed of the District Policy on bullying/harassment and this Prevention Plan.
7. This Prevention Plan shall be posted on the District's website and evaluated by the Board of Education every two years. The Board evaluation shall assess the outcomes and effectiveness of this Prevention Plan based upon data that shall include, but not be limited to, the following:
 - Frequency of victimization;
 - Identification of areas at school where bullying/harassing conduct occurs;
 - Types of bullying/harassing behaviors/acts committed;
 - Intervention/restorative measures employed;
 - Student/parent/staff surveys on school safety.
8. The Principal, or his/her designee, shall maintain a written record of all reports of bullying/harassing behavior received. This record shall include:
 - Names of the perpetrator(s) and victim(s);
 - The frequency of victimization;
 - Student, staff, and family observations/reports of bullying and other safety concerns;
 - The location of alleged incidents in order to identify any bullying “hot spots”;
 - The type of bullying; and,
 - Whether there was bystander participation.

Anonymous reports are also accepted by phone call or in writing to:

Nondiscrimination Coordinator:	Complaint Manager:
High School Director of Student Services	High School Principal
300 Ellis Street	300 Ellis Street
New Berlin, IL 62670	New Berlin, IL 62670
217-488-6012 ext 222	217-488-6012 ext 225

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

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

Students and parents/guardians are also encouraged to read the following school district policies:

Cross-references: PRESS 7:20, *Harassment of Students Prohibited*, PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*, PRESS 7:190, *Student Discipline*, PRESS 2:260, *Uniform Grievance Procedure*

6.45 Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or 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; 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 school and 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.

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.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, 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.

Nondiscrimination Coordinator:	Complaint Manager:
Director of Student Services	High School Principal
300 Ellis Street	300 Ellis Street
New Berlin, IL 62670	New Berlin, IL 62670
217-488-6012 ext 222	217-488-6012 ext 225

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Cross-references: PRESS 7:20, Harassment of Students Prohibited, PRESS 7:185, Teen Dating Violence Prohibited

6.50 Cafeteria Conduct/Expectations

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria, get their lunch, and shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

- Students shall wait to be dismissed from the cafeteria/dome by the supervisor.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students are to remain in the cafeteria, dome, or hallway adjacent to the cafeteria until dismissed by the lunch supervisor.

6.60 Field Trips – Conduct/Eligibility

Field trips are a privilege for students. Trips may be for the day, or may include an overnight stay. The taking of trips by students is contingent upon demonstration of appropriate behavior and passing all classes at New Berlin schools. If a student receives an out-of-school suspension during the academic year when such a trip is scheduled, the student may be denied the privilege of participating in the trip. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. All work that will be missed on the day of the field trip must be turned in prior to attending the field trip, unless otherwise arranged by a classroom teacher. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;

- Other reasons as determined by the school.

Senior Trip Conduct/Eligibility

In order to participate in an approved senior trip, a student must have senior standing and meet the following eligibility requirements:

- **Attendance:** No attendance letter on record.
- **Academics:** Currently passing all classes, including any class in any term of the senior year.
- **Fees:** All debts to the school and to the class must be paid prior to signing up for the trip.
- **Discipline:** No out of school suspension during senior year.

Students deficient in meeting these requirements will be denied the privilege of participating in the trip. Early graduates may not participate. All handbook rules apply while the student is on the trip. Should a student violate a policy deemed serious by the sponsor, the student's parents will be contacted and required to return the student home at parent's expense. Students attending the Senior Class Trip must have a parent permission slip and medical release form signed prior to the trip to participate. Emergency numbers must be made available. Second year seniors will be expected to pay the full individual portion of the senior trip minus the credits earned in the senior year. Senior Trips will be taken to Chicago or St. Louis, unless a proposal of another destination is made by Senior Class Officers to the Principal and/or the Board of Education for approval by the November Board Meeting.

Cross-References: PRESS 6:240, *Field Trips* PRESS 6:240-AP, *Field Trip Guidelines*

6.70 Access to Student Social Networking Passwords & Websites

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. School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Cross-References: PRESS 7:140, *Search and Seizure*; PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*

6.80 Student Use of Electronic Devices

The use of personal electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using any personal electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart watch, headphones/earbuds, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device.

During instructional time, which includes time out of the classroom on a pass to another location, electronic devices must be kept silenced and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. **Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during passing periods, and during the student's lunch period.** Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Non-Compliance with Electronic Device Policy

Students in violation of this procedure are subject to the following consequences:

1st Offense – The device will be confiscated by school personnel. A detention will be assigned. The student will receive the device back at the end of the day in the school office.

2nd Offense – The device will be confiscated. A Saturday detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

3rd and subsequent offenses – The device will be confiscated. An in school suspension will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the remainder of the school year. If the student is found in possession of the device, the student will face consequences for insubordination.

Cross-References: PRESS 7:190-AP5, *Student Handbook, Electronic Devices*

Appeal Process

When a student is disciplined, according to the terms of this policy, parents/guardians will be notified about the disciplinary action. Students and their parents/guardians are entitled to an appeal of disciplinary action. Such appeals should be directed to the Principal.

Chapter 7: Internet, Technology, and Publications

7.10 Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

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

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

Acceptable Use

Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges

Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use

The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

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

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

No Warranties

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

Indemnification

By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism

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

Telephone Charges

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

Copyright Web Publishing Rules

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

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

Use of Email

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

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

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access. Classroom internet usage is monitored through GoGuardian

Computer/Internet Usage Agreement

All students using any computer housed within NBHS must have on file a computer usage agreement signed by both the student and his/her parent or guardian. There are no exceptions. Each student and parent, by signing the Computer Usage Agreement, agrees to its expectations for student behavior with all computer equipment and software.

Students are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Abusive messages are prohibited.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden. Typing e-mail messages in all capital letters is taken as shouting at someone and not condoned.
3. Do not reveal your personal address, phone numbers of students or colleagues, credit card numbers, bank account numbers, age, social security number, or physical location in an email message or on-line post without approval from a parent or teacher.
4. Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be private property. Because use is educationally-based, the system use is subject to district review at any time.
7. You should never respond to email messages that are threatening or obscene.
8. Never assume on-line users are who they say they are. The anonymity of the Net allows some users to cloak themselves in fictional personas.

The following are some examples of inappropriate conduct that may cause a student to lose the privilege of computer lab/computer usage at NBHS:

1. Placing unlawful information on a system
2. Using abusive or otherwise objectionable language in public or private messages
3. Sending messages that are likely to result in the loss of the recipient's work on systems
4. Sending a broadcast or chain letter messages to lists or individuals, or any other use which would congest the networks or otherwise interfere with the work of others
5. Attempting to sabotage the school network in any fashion through changing computer setup, wiring arrangement, hub settings,

etc.

6. Downloading any type of information or posting any type of information over the Internet which is not required by a specific portion of a class assignment
7. Attempting to infect a computer or system with a virus, whether intentionally or unintentionally, by not following established virus checking procedures
8. Accessing and/or viewing information from the Internet which is not directly related to a class assignment and having been permitted by the classroom teacher or library staff
9. Violating the privacy of self or others on the net

Appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

Consequences for violations:

1st Offense: Loss of all school computer privileges for 1 week

2nd Offense: Loss of all school computer privileges for 1 month

3rd Offense: Loss of all school computer privileges for 1 semester

Any criminal activity will be reported to the police and to appropriate Internet companies.

Cross Reference: PRESS 6:235, *Access to Electronic Networks*

7.20 Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. 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;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, 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 School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Posting of Signs

All signs posted by students must be approved by the building principal unless authorized by the sponsor of a school organization.

Photo Release/Permission

Parents must give permission for the school to release photos and video tape recordings to be displayed in local media broadcasts (newspapers, television, radios, and websites).

7.25 Guidelines for School-Sponsored Publications, Productions, and Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. 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; 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 and 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 school district policy or student handbook procedure; 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 Building Principal and/or student media advisers 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 School District, or an expression of Board policy.

Cross-References: PRESS 7:310, *Restrictions on Publications*; PRESS 7:315 *Restrictions on Publications; High Schools*; PRESS 7:310-AP, *Guidelines for Student Distribution of Non-School Sponsored Publications*

7.27 Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

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:

- Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- 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;
- 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 School Board policy and the Student Handbook;
- Is reasonably viewed as promoting illegal drug use; 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.

PRESS 7:315 *Restrictions on Publications; High Schools*

7.40 Annual Notice to Parents About Educational Technology Vendors Under the Student Online Personal Protection Act (SOPPA)

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

Cross Reference: PRESS 7:345-AP, E2 - Student Data Privacy: Notice to Parents about Educational Technology Vendors

Chapter 8: Search and Seizure

8.10 Search and Seizure

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

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

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

The building principal 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.

Student Searches

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 school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross-References: PRESS 7:140, Search and Seizure

Chapter 9: Awards/Recognition, Clubs and Organizations, Student Extra-Curricular Activities and Athletics

9.00 Award/Recognition Opportunities

The following award opportunities are available to High School Students:

I. Prestigious Pretzel Program: The Prestigious Pretzel Program was developed and implemented to support those New Berlin High School students who demonstrate excellence in academic performance, attendance, and behavior. Incentives are earned each quarter or semester based upon the following criteria:

Prestigious Pretzel - Quarter Awards

Incentive #1 Semester Exam* AND Get Out of Here Coupon

Zero Unexcused Absences, Zero Tardies, Zero Behavior Referrals, and High Honor/Honor Roll (a GPA of 3.25 or higher).

Students meeting these criteria for a quarter will earn a pass for the following quarter, to sign out after 7th hour on early release days or Fridays AND an exam exemption coupon**.

Incentive #2 Semester Exam Coupon*

Zero Unexcused Absences, Zero Tardies, Zero Behavior Referrals, and have a GPA of 2.0-3.24 for the quarter will earn one semester exam exemption coupon**.

***Prestigious Pretzel Semester Exam Coupon Limit 2 Per Semester**

Exam exemption coupons are valid for a course in which the student has a C average or higher. **The exemption coupon cannot be used for a course in which the student has a D or F average.

PSAT/SAT Coupon Incentive

Incentive #3 Meets or Exceeds on the IL SAT Suite of Assessments:

Students will receive one semester exam coupon for a Meets or Exceeds Rating in one or more content areas on the PSAT8/9, PSAT 10, or SAT Spring Assessment for the fall semester of the next school year.

II. NBHS Student of Character: Students can be nominated by their teachers each quarter based upon the 6 Pillars of Character. One student per category receives the Student of Character of the Quarter Award.

III. Golden Honors Awards: The Golden Honors Awards typify a combination of high academic achievement, character, leadership, and skill, and have as their objectives the encouragement and recognition of meaningful education and informed citizenship.

Subject Area	NBHS Awards	State/Local Awards	Scholarships
Agriculture and Engineering	WCIA Best in Class	National Merit Award	Knight of Columbus Scholarship
Family and Consumer Science	Athletic – Sangamo Conference All-Academic Team	Illinois State Scholar	Tiffany Brown Memorial Scholarship
Biological and Physical Sciences	National Honor Society	Jacksonville Rotary Scholar Athlete	NBEA Memorial Scholarship
English	Society for Academic Achievement	Sons/Daughters of the American Revolution Good Citizenship	Carla Wahl Memorial Scholarship
Spanish and Public Speaking	CACC Student of the Month/Year	US Army Reserve National Scholar Athlete	Damien Crews Scholarship
Mathematics	NBHS Student Council Student of the Month	NBHS/Abe Lincoln Region Illinois Principals Association Leadership Award	Madeline Finch Memorial Scholarship
Art	NBHS Student Council Student of the Year		McCullough-Delaney & Butler Funeral Home Scholarship
Instrumental Music	Most Improved Senior		Lincoln Land Foundation Scholarship
Physical Education	Senior Character Award		West Sangamon Public Library
Social Science	Outstanding Senior Boy and Girl		American Legion Auxiliary Scholarship
Vocal Music			Dorothy Lorene Osborne Memorial Scholarship

9.10 Student Athletes and Participants in Extra Curricular Activities

Athletic Code of Conduct for Athletics and Extracurricular Activities

Athletes and students involved in extracurricular activities will be held to additional standards as stated in the Extra Curricular Handbook and as determined by individual coaches and sponsors. Students participating in sports and extra-curricular activities will be responsible for knowing and abiding by the policies contained in the Extra Curricular Handbook and set forth by coaches and sponsors.

The New Berlin Code of Conduct for Athletics and Extra-Curricular Activity Handbook is available online to access information regarding our policies and procedures at: <http://www.pretzelathletics.com/forms.html>

PRESS 6:190, *Extracurricular and Co-Curricular Activities*; PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*; PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*; PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

Proof of Insurance

The school strongly recommends that parents provide some type of insurance. The school does not provide insurance coverage for student's personal property. All students who participate in interscholastic athletics must have insurance. Students will not be allowed to try out, practice or participate in contests until proof of insurance (and physical form) is on file.

Attendance at Extracurricular Activities

Students may attend all extra-curricular activities, athletic events, plays and music events with the following exceptions:

1. Unexcused absence from school the day of the activity.
2. Absence from school due to illness the day of the activity.
3. Serving an out of school suspension the day of the activity.
4. High school students may not attend junior high dances and parties.
5. Students leaving any extra-curricular activity will not be readmitted.

The administration has the right to remove any student who does not follow the handbook rules. Consequences for removal from an event may include exclusion from attending future extra-curricular events.

School Assemblies

Assemblies and meetings of various kinds will be held throughout the school year. Students should expect that seating will be assigned. Speakers and presenters should be treated in a respectful manner.

Class, Clubs/Organizations Meetings

Students are highly encouraged to participate in extracurricular activities. A time is set aside one day each week so classes, clubs, and organizations can meet. Students are encouraged to participate in these activities. No unauthorized organizations will be recognized or allowed to assemble during the school day.

Extra-Curricular Clubs/Organizations

Extra-Curricular Activities include, but are not limited to:

Art Club	Drama/Musical	FCCLA	FFA	Jazz Band
Key Club	Library Club	National Honor Society	Science Club	Yearbook Staff
SADD	Student Advocacy Leadership Team	Student Council	WYSE Competition	Spanish Club

Requirements for Holding Offices of Classes and Clubs

1. The election should be held in the spring of the school year. A secret ballot with a simple majority shall be used to determine the election.
2. Every candidate for office must attend a mandatory Leadership Seminar held by the school. Topics covered may include: Motivating your group, parliamentary procedure, commitment, limiting your involvement to maintain the ultimate leadership skills, team building, and leadership responsibility.
3. An NBHS student can be President of one class, Student Council, or club/organization, and can be an officer in other club/organizations.
4. Students who attend CACC or LLCC/College Now can be an officer of Student Council, class or a club/organization, **but must meet the expectations of the leadership position or you will be removed.** Said member must bring his/her lunch to lunch meetings and attend the advisory meetings to be a member in good standing.
5. Student Council officer candidates may be required to give a speech to the student body. This speech would give detailed information about the candidate and his/her plans for time in office.
6. A student seeking office must have maintained a C average for the prior semester and continue to maintain a C average during his/her term of office. A student who fails to maintain a C average after being elected to office has one nine week period to raise his/her grades to a C average. Failure to do so will result in removal from office. A class or club will have an election at their next meeting to elect a replacement if removal is necessary. (The Vice-President will serve as acting President until the next election is held.) Advisors shall check grades every nine weeks.
7. Advisors have the authority to remove an officer if the officer exhibits actions unbecoming of the office and/or fails to perform the duties of the office in an appropriate manner. Advisors may remove a member should participation or conduct be unacceptable. The Advisor will give the student a written warning and will consult with the principal before removing a student from office or from the club or organization.

Building and Grounds Use By Students

The doors of the school building will be open at 7:30 a.m. Students are not permitted in the building before that time. High school students are to report to and remain in their sections of the building (cafeteria and white hallway). All students should leave the building by 3:30 p.m. If a student is involved in before or after-school activity, the student must report immediately to the area designated for that activity. No one is allowed in the building or on school grounds before 7:30 or after 3:30 unless a faculty member is present.

Organization Projects/Fundraising/Events

Classes and organizations will be permitted **two** money making projects during the school year. Dates and types of projects must be approved by the appropriate sponsor, student council, and the principal before making definite plans. Hayrack rides will not be permitted. No person may advertise, distribute or sell any item while on school property that would result in personal gain for the individual. Fundraising is limited to those school clubs and organizations that have previous fundraising approval of the administration in writing.

9.20 School Dances and Court Rules

Dance Rules

All dances are for students currently enrolled at New Berlin High School and their guests, pending approval of the Dance Guest Permission Form. A guest must be "age appropriate," defined as in high school and not having turned the age of 21. Attendance at school-sponsored dances is a privilege. Coronation is open to the general public, however, those in attendance must leave immediately after the court dance. All students and their guests are expected to abide by the rules set forth in the NBHS Student Handbook, Chapter 6. Failure to do so will result in a request to leave the event, and the student's parent/guardian will be contacted immediately. Further disciplinary action may be imposed upon the student and their guest.

Court Rules

Homecoming and Prom Court: If a student is selected to be on the homecoming court their Freshman or Sophomore year they cannot be on court again until their senior year. If a student is selected to be on the homecoming court their junior or senior year, then they cannot be on the prom court the same year they were on the homecoming court. The court member must maintain a C average to compete and have no debts owed to a class or club.

Junior/Senior Prom

The junior/senior prom is open to juniors and seniors at New Berlin High School and their dates. Rules pertaining to dance behavior will be enforced. All juniors and seniors must pay class dues prior to attending Prom. Class dues will be determined for each class by the Class Sponsor(s) and the Class Officers of each class. Students attending After-Prom must remain in attendance at Prom until 10:15 PM.

After-Prom

After-Prom is held following the junior/senior prom. The party is open to juniors, seniors and their dates and you do not have to attend prom in order to attend after-prom. Doors open at 12 am. Tickets must be purchased in advance and are not transferable under any

circumstances. Anyone purchasing a ticket must arrive at the school by 12:30 a.m. or parents will be notified and students will not be admitted. To win major prizes, individuals must remain in attendance until the end. If a student needs to leave prior to the end of the event, it is permissible with a signed permission slip from parents. Guests of New Berlin High School students will be required to leave at the same time as their date. All of the listed rules and regulations apply to guests and early graduates as well as current students. Parents and students must sign a written agreement to the understanding and willingness to abide by the rules of After Prom prior to attending.

Cross-References: PRESS 6:190, *Extracurricular and Co-Curricular Activities*; PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

9.30 Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Cross-References: PRESS 7:305, *Student Athlete Concussions and Head Injuries*

Chapter 10: Special Education

10.10 Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School 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. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (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.

For further information, please contact the building principal.

Cross-References: PRESS 6:120, *Education of Children with Disabilities* PRESS 6:120-AP1,E1 – Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights

10.20 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

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of 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 in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Cross-References: PRESS 7:190-AP4, *Administrative Procedure – Use of Isolated Time Out, Time Out, and Physical Restraint* PRESS 7:230, *Misconduct by Students with Disabilities*

10.30 Exemption From Physical Education Requirement

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

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

10.40 Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cross-References: PRESS 6:300, *Graduation Requirements*

10.50 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 school principal.

Cross-References: PRESS 6:120, *Education of Children with Disabilities*; PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Cross-References: PRESS 7:340-AP1, *School Student Records*

Chapter 11: Student Records and Privacy

11.10 Student Privacy Protections

Surveys

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

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
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/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

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

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

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

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

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards. A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal. A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Cross-References: PRESS 7:15, *Student and Family Privacy Rights*, PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

11.20 Student Records

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.

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

1. The right to inspect and copy the student's education records within 10 business days from the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District includes all SAT scores on a student's academic transcript. If a student does not want their scores added they need to submit this request in writing to the Director of Student Services. If a student wants their ACT scores to be added to their academic transcript, they need to notify the Director of Student Services in writing. We do not add ACT scores to their academic transcript unless requested to do so.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

- U.S. Department of Education
- Student Privacy Policy Office
- 400 Maryland Avenue, SW
- Washington DC 20202-8520

Cross-References: PRESS 7:340, *Student Records*

Change of Student Information

Any change in the student's address, phone number or any other significant information should be reported promptly to the administrative office.

Student Temporary Records

According to the Illinois School Records Act, a student's temporary record may include Special Education files. The law requires notification of maintenance procedures and destruction schedules. Student's records shall be reviewed every four years or upon a student's change in attendance centers, whichever occurs first. Before any school student record is destroyed or information is deleted there from, the parent shall be given reasonable prior notice and given the opportunity to copy the record and information proposed to be destroyed or deleted.

Special education files that may be of continued assistance to the student, may after five years, be transferred to the custody of the parent or the student. The school district, under both federal and state law, is required to service special education students through the age 21. All temporary records should be maintained at least for that period of time but in no event longer than five years afterwards. Temporary records will be destroyed five years after the student's class graduates from high school.

Cross-References: PRESS 7:340, *Student Records*

11.30 Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross-References: PRESS 7:340, *Student Records*

11.40 Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Cross-References: PRESS 7:340-AP, *Student Records*

Chapter 12: Parental Right Notifications

12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

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

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

SAT Suite of Assessments- The state required test given to students in grades 9-11. The results will show how well our school and district is doing in meeting the adopted Illinois Learning Standards, also known as the Common Core State Standards, for learning. Individual student results of the SAT assessment will be reported to parents, and school results will appear on the district report card.

Measures of Academic Progress (MAP): New Berlin High School uses the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Assessment to measure the math and reading progress of our 9-11th grade students. MAP tests are adaptive; meaning the difficulty of questions is determined by how students answer previous questions in the assessment. When students answer questions correctly, the questions become more difficult. When students answer questions incorrectly, the test adjusts and the questions become easier. The final score, measured in a RIT (Rasch Unit) score, is the estimate of the student's achievement level in that subject. MAP data is used to monitor growth over time, particularly growth from year to year, and growth within a school year. These tests are used to determine course placement in intervention courses. Students placed in intensive reading and/or math have been determined to perform below grade level and need extra support to perform at grade level.

Illinois Science Assessment (ISA) - In compliance with federal testing requirements, Illinois will administer a science assessment to students enrolled in a public school district in grades 5, 8 and 11. The high school assessment utilizes a course-based model with content aligned to Biology I. The assessment will be administered in an online format and is aligned to the Illinois Learning Standards for Science incorporating the Next Generation Science Standards (NGSS), which were adopted in 2014.

Cross-References: PRESS 6:340, *Student Testing and Assessment Programs*

12.30 Homeless Child's Right to Education

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

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

For assistance and support for homeless families, please contact the building principal and he/she will notify the district's Homeless Liaison.

Cross-References: PRESS 6:140, *Education of Homeless Children*, PRESS 6:140-AP, *Education of Homeless Children*

12.40 Family Life & Sex Education Classes

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

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross-References: PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

12.60 English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State Standards that all children are expected to meet.

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

Education Programs Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners program, contact the building principal at 217-488-6012.

Cross-References: 6:160, *English Language Learners*

12.70 School Visitation Rights

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

Visitor's Permit

New Berlin High School invites parents of students to visit the school at any time. Conferences with staff members should be arranged ahead of time by telephone. All visitors, including parents, should report to the high school office if they wish to visit during the school day or pick up their children. All visitors will be asked to sign in at the Office.

Students from other schools are welcome to visit New Berlin High School subject to the following guidelines:

1. A visitor's permit must be secured from the principal 24 hours in advance of the visit.
2. The New Berlin student bringing the visitor is responsible for the visitor's behavior.
3. No visitor may stay more than one day, unless special permission is obtained from the high school office.
4. If teachers are engaged in activities that would be disrupted by a visitor, the visitor must report to the high school office.
5. No visitors will be allowed to disrupt or distract from the educational environment.
6. Should a visitor cause any problems, he/she will be asked to leave immediately and not be allowed to return.
7. Only students may visit New Berlin High School. Students from other schools who are under suspension or expulsion may not be visitors at the High School.
8. No visitors will be allowed during semester exams or on the days of early dismissal. Visitors will not be allowed during the last two weeks of a semester.

Cross-References: PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*, PRESS 8:95-E2, *Verification of School Visitation*

12.80 Asbestos Report/Pesticide Application Notice

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the US Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in New Berlin High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who recognize the dangers of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing materials are inspected and evaluated periodically and additional measures will be taken when needed to protect the health and building occupants. This information was distributed to all building occupants by:

Asbestos Program Coordinator:
Matt Brown, Maintenance Director
Community United School District #16
300 E Ellis St.
New Berlin, Illinois 62670

District 16 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, the district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. To be added to the list, please contact the Superintendent's office at 217-488-2040.

Cross-References: PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

12.90 Mandated Reporters

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

Cross-References: PRESS 5:90, *Abused and Neglected Child Reporting*

12.100 Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

Cross-References: PRESS 4:170, *Safety*

12.105 Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Cross-References: PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*

12.110 Sex Offender Notification Law

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

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

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

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Cross-References: PRESS 4:170-AP2, *Criminal Offender Notification Laws*

12.120 Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

Cross-References: PRESS 4:170-E6, *Informing Parents About Offender Community Notification Laws*

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- The teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency: The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card: Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.pretzelpride.com

IV. Unsafe School Choice Option : The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.

V. Student Privacy: Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

VII. English Learners: The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.

VIII. Homeless Students: For information on supports and services available to homeless students, see handbook procedure 12:30.

For further information on any of the above matters, please contact the building principal.

Cross Reference:

PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*

23.24 NBHS Student Handbook Updates

DAILY SCHEDULE Updated with 1:00 PM Schedule

23.24 NBHS Event Calendar - Updated with new info

Chapter 1: Introductory Information and General Notices

1.30 General School Information - Board member information

1.180 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations - Added as per MSH

1.190 Prevention of Anaphylaxis - Added in green as per MSH

Chapter Two: Attendance, Promotion, and Graduation

2.20 Student Absences: School Procedures - Updated in green as per MSH

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students - Added as per MSH

2.70 Homework - Updated as per MSH

2.90 Credit for Alternative Courses and Programs and Course Substitutions - Updated in yellow as per MSH

Accelerated Placement Updated in yellow as per MSH

2.120 Requirements for Graduation Updated in green as per MSH

Chapter 3: Student Fees and Meal Costs

NBCUSD#16 Fee Schedule - [FY 24 School Fees](#) - updated after board adoption

3.10 Fines, Fees, and Charges; Waiver of Student Fees Updated in green and yellow as per MSH

Chapter 4: Transportation and Parking - No Updates

Chapter 5: Health and Safety - No Updates

Chapter 6: Discipline and Student Conduct

PBIS Program Intro Added

Isolated Time Out, Time Out and Physical Restraint Updated in green as per MSH

Reporting procedures concerning claims of “bullying” are as follows: - Updated Incident Reporting Form Link

6.80 Student Use of Electronic Devices - Updated in green as per MSH

Chapter 7: Internet, Technology, and Publications

7.20 Guidelines for Student Distribution of Non-School-Sponsored Publications Updated in green as per MSH.

7.25 Guidelines for School-Sponsored Publications, Productions, and Websites Updated in green as per MSH

Chapter 8: Search and Seizure - No Updates

Chapter 9: Awards/Recognition, Clubs and Organizations, Student Extra-Curricular Activities and Athletics - No Updates

Chapter 10: Special Education

10.20 Discipline of Students with Disabilities

Isolated Time Out, Time Out, and Physical Restraint Updated in green as per MSH

10.30 Exemption From Physical Education Requirement

Chapter 11: Student Records and Privacy

11.10 Student Privacy Protections

Surveys Updated in green as per MSH

Instructional Material Updated in green as per MSH

Prohibition on Selling or Marketing Students' Personal Information Updated in green as per MSH

Chapter 12: Parental Right Notifications - No Updates

Scholastic Education
 PO Box 7502
 Jefferson City, MO 65102
 (Ph) (800) 724-2222, (Fax) 800-560-6815

Number JTIZQ1190
 Date Apr 14, 2023

Sold To:	
New Berlin Elementary	
Brandi Maxedon 600 N Cedar New Berlin, IL 62670	
Phone	217-488-6054
Fax	
Email	bmaxedon@pretzelpride.com

Ship To:	
New Berlin PreK Team	
Holly Ruppel 600 N Cedar New Berlin, IL 62670	
Phone	
Fax	
Email	hruppel@pretzelpride.com

P.O. Number	Prepared By:	Ship Via	Terms

Item #	Qty	Description	Unit List	Disc %	Unit Price	Ext. Price
90S 718316	3	PreK On My Way National English Complete	\$3,933.33		\$2,950.00	\$8,850.00

Thank you for your continued investment into children's literacy.

Please let me know if you need any changes or modifications to this quote.

When ready, please submit your PO to me at jinck@scholastic.com. I will send to our fulfillment team and track your order.

Yours in education,
 Jamie Zinck
 314-295-8144

SubTotal	\$8,850.00
Tax	\$0.00
Shipping	\$796.50
Total	\$9,646.50

Prices subject to change - prices based upon total purchase - all delivery, training or consulting services to be billed at published rates for each activity involved. Customers must notify scholastic in writing no less than five (5) business days in advance of any cancellation or rescheduling of training, in-classroom support, or other onsite services. If such notice is not received by scholastic, customers will be charged (or forfeit prepayment) for cancelled or missed days. Unless otherwise noted, all services must be delivered within 18 months of purchase. We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. No part of the Services or any related materials may be videotaped, audio taped, photographed or in any way copied, excerpted, reproduced or distributed without the prior written consent of Scholastic. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. State law requires sales tax be added to your order unless we have sales tax exemption certificate on file. Tax on this quote may be your estimated tax, actual tax will be charged at the time of shipping. Scholastic terms are FOB shipping point unless otherwise noted on the purchase order.



Because learning changes everything.®

QUOTE PREPARED FOR:

New Berlin Comm Unit #16 Sch Dist
600 N CEDAR ST
NEW BERLIN, IL 62670-4608
ACCOUNT NUMBER: 267924

SUBSCRIPTION/DIGITAL CONTACT:

Jill Larson

(217) 488-6111

CONTACT:

Jill Larson

(217) 488-6111

SALES REP INFORMATION:

Shannon Howard
shannon.howard@mheducation.com

Section Summary	Value of All Materials	Free Materials	Product Subtotal
United States History: Voices and Perspectives (Full Survey) © 2023	\$11,760.00	(\$480.00)	\$11,280.00
Exploring Geography & Global Issues © 2024	\$8,571.00	(\$471.00)	\$8,100.00
Professional Development	\$3,000.00	\$0.00	\$3,000.00
PRODUCT TOTAL*	\$23,331.00	(\$951.00)	\$22,380.00
ESTIMATED S&H**			\$767.62
ESTIMATED TAX**			\$0.00
GRAND TOTAL*			\$23,147.62

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 06/16/2023

ACCOUNT NAME: New Berlin Comm Unit #16 Sch Dist

EXPIRATION DATE: 07/31/2023

QUOTE NUMBER: SHOWA-06162023052326-001

ACCOUNT #: 267924

PAGE #: 1

RESOLUTION TO SELL/DISPOSE OF SURPLUS OR OUTDATED EQUIPMENT/SUPPLIES

WHEREAS, certain equipment or supplies owned by New Berlin C.U.S.D. #16 are no longer necessary for its operation;

RESOLVED, to list for sale of certain supplies or equipment described below:

Library Books (list attached)
Desks & Office Furniture (list attached)
(2) Welders from Transportation Dept.
Pre-K Classroom Items (list attached)

The undersigned hereby certifies that he/she is the duly elected and qualified Secretary of New Berlin C.U.S.D. #16, a public school district formed pursuant to the laws of the state of Illinois, and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Education and that said meeting was held in accordance with state law on June 22, 2023, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary this 22nd day of June of 2023.

Secretary
Board of Education

June 22, 2023

TO BE DISPOSED per Karp P.

Asset Tag Number	Description	Acquisition Date (if known or approximate)	Acquisition Cost (if known or approximate)	Condition	Purchased with Federal Funds?	Method of Disposition
	A sudden change of family By Auch, Mary Jane.	11/13/2001	\$6.95	Fair		Donate to charity
	Mismatched summer By Adler, C. S. (Carole S.), author.	10/30/2001	\$6.96	Fair		Donate to charity
	The Foundling by Lloyd Alexander	1989	\$2.50	Fair		Donate to charity
	Gypsy Rizka By Alexander, Lloyd.	5/27/2010	15.00	Fair		Donate to charity
	Time cat : the remarkable journeys of Jason and Gareth By Alexander, Lloyd.	5/27/2010	5.95	Fair		Donate to charity
	No place like home By Applegate, Katherine.	5/27/2010	10	Fair		Donate to charity
	Funerals & fly fishing By Bartek, Mary.	3/1/2005	10	Fair		Donate to charity
	The lemming condition By Arkin, Alan.	5/27/2010	6.95	Fair		Donate to charity
	Captain Grey By Avi,	5/27/2010	6.95	Fair		Donate to charity
	Crispin : the cross of lead By Avi	5/27/2010	12.00	Fair		Donate to charity
	Cam Jansen and the Mystery of the Babe Ruth Baseball	11/92	2.95	Fair		Donate to charity
	Cam Jansen and the Mystery of the Babe Ruth Baseball	?	9.95	Fair		Donate to charity
	Ruthie's gift By Bradley, Kimberly Brubaker	5/27/2010	6.00	Fair		Donate to charity
	Goodbye, Charley By Buchanan, Jane,	5/27/2010	16.00	Fair		Donate to charity
	Some friend By Bradby, Marie.	5/27/2010	16.00	Fair		Donate to charity

Circle of gold By Boyd, Candy Dawson.	5/27/2010	5.00	Good		Donate to charity
Tales of a fourth grade nothing By Blume, Judy	5/27/2010	\$6.95	Fair		Donate to charity
On my honor By Bauer, Marion Dane	11/20/2001	5.95	Fair		Donate to charity
Anna of Byzantium By Barrett, Tracy,	2/28/2002	14.95	Fair		Donate to charity
Stealing South : a story of the Underground Railroad By Ayres, Katherine	5/13/2003	8.00	Fair		Donate to charity
Smugglers' Island By Avi	11/7/2003	10.00	Fair		Donate to charity
The Christmas rat By Avi	3/2/2006	5.00	Fair		Donate to charity
The fighting ground By Avi	3/8/2007	7.00	Fair		Donate to charity
Midnight magic By Avi	3/3/2006	5.00	Fair		Donate to charity
The secret school By Avi	3/2/2006	5.00	Fair		Donate to charity
Blubber By Blume, Judy	11/27/2001	6.95	Fair		Donate to charity
The red trailer mystery By Campbell, Julie	9/12/2011	7.00	Fair		Donate to charity
Diamonds in the dirt By Campbell, Archie	12/5/2005	5.00	Fair		Donate to charity
The 18th emergency By Byars, Betsy	12/18/2001	6.95	Fair		Donate to charity
Cracker Jackson By Byars, Betsy	12/18/2001	11.95	Fair		Donate to charity
On thin ice By Peters, Stephanie True	2/8/2005	10.00	Fair		Donate to charity
The best-loved doll. By Caudill, Rebecca	1/15/2002	11.95	Fair		Donate to charity
I see the moon By Christiansen, C. B	1/15/2002	6.95	Fair		Donate to charity
Up and down the river. By Caudill, Rebecca	1/15/2002	11.95	Fair		Donate to charity
Did you carry the flag	1/15/2002	11.95	Fair		Donate to

today, Charley? By Caudill, Rebecca						charity
The memory prisoner By Bloor, Thomas	10/6/2003	8.00	Fair			Donate to charity
Seven wonders of Sassafras Springs By Birney, Betty G	3/29/2012	10.00	Fair			Donate to charity
The Berenstain Bears and the Nerdy Nephew by Stan & Jan Berenstain	?	3.50	Fair			Donate to charity
Berenstain Bears in Maniac Mansion Stan & Jan Berenstain	?	3.50	Fair			Donate to charity
Secret of the underground room By Bellairs, John	11/20/2001	6.95	Fair			Donate to charity
In A bear named Trouble By Bauer, Marion Dane	4/24/2007	6.00	Fair			Donate to charity
Queen of hearts By Cleaver, Vera	1/15/2002	5.95	Fair			Donate to charity
Socks by Cleary, Beverly	1/88	3.00	Fair			Donate to charity
Runaway Ralph by Cleary, Beverly	1/88	6.85	Fair			Donate to charity
Risby by Cleary, Beverly	?	6.85	fair			Donate to charity
Ramona Forever by Cleary, Beverly	?	?	fair			Donate to charity
Beezus and Ramona by Cleary, Beverly	?	?	fair			Donate to charity
The Apprenticeship of Lucas Whitaker by DeFelice	?	4.50	Good			Donate to charity
Snail Mail No More by Danziger	1/2001	4.99	Good			Donate to charity
PS Longer Letter Later by Danziger	1999	4.99	Fair			Donate to charity
Amber Brown Sees Red	1998	9.77	Fair	1998 LSTA Grant		Donate to charity
The great flood mystery By Curry, Jane Louise	1/29/2002	11.95	Good			Donate to charity

Red kayak By Cummings, Priscilla	11/8/2006	11.00	Fair		Donate to charity
Chicken feathers By Cowley, Joy	9/15/2008	16.00	Good		Donate to charity
The misadventures of Maude March, or, Trouble rides a fast horse By Couloumbis, Audrey	11/16/2007	12.00	Good		Donate to charity
The Ballad of Lucy Whipple by Cushman	?	4.95	Fair		Donate to charity
A face first By Cummings, Priscilla	10/8/2004	10.00	Fair		Donate to charity
My Teacher is an Alien by Coville	?	?	Poor		Donate to charity
Granny Torrelli makes soup By Creech, Sharon	1/17/2013	?	Good		Donate to charity
Granny Torrelli makes soup By Creech, Sharon	3/17/2006	?	Fair		Donate to charity
Absolutely Normal Chaos by Creech	?	4.50	Fair		Donate to charity
Agapanthus Hum and Major Bark By Cowley, Joy	2/18/2002	14.00	Fair		Donate to charity
The grey king By Cooper, Susan	1/22/2002	6.55	Fair		Donate to charity
Silver on the tree By Cooper, Susan	5/3/2006	?	Fair		Donate to charity
Choosing sides By Cooper, Ilene	1/22/2002	15.00	Fair		Donate to charity
Trout summer By Conly, Jane Leslie	1/22/2002	5.95	Good		Donate to charity
While no one was watching By Conly, Jane Leslie	1/22/2002	16.95	Fair		Donate to charity
King of shadows By Cooper, Susan	2/28/2002	16.00	Fair		Donate to charity
Romona Quimby, Age 8 by Cleary	?	?	Fair		Donate to charity
Ralph S. Mouse By Cleary, Beverly	6/10/2003	6.00	Poor		Donate to charity

	Otis Pofford by Cleary	?	?	Fair		Donate to charity
	The Mouse and the Motorcycle by Cleary	?	?	Fair		Donate to charity
	Mitch and Amy by Cleary	?	?	Fair		Donate to charity
	Henry and the Clubhouse by Cleary	?	??	Fair		Donate to charity
	Henry Huggins By Cleary, Beverly	6/10/2003	6.00	Good		Donate to charity
	Nellie Bishop by Clark	2001	4.95	Good		Donate to charity
	Mishmash and the big fat problem By Cone, Molly	1/22/2002	11.86	Fair		Donate to charity
	Mishmash. By Cone, Molly	1/22/2002	5.95	Fair		Donate to charity
	Mishmash and the substitute teacher. By Cone, Molly	1/22/2002	7.71	Fair		Donate to charity
	Jump ship to freedom By Collier, James Lincoln	1/22/2002	5.95	Fair		Donate to charity
	Emily's Runaway Imagination by Cleary	?	?	Fair		Donate to charity
	Ellen Tebbits by Cleary	?	6.85	Fair		Donate to charity
	The Adventures of Pinocchio by Colledi	?	3.75	Poor		Donate to charity
	Mieko and the fifth treasure By Coerr, Eleanor	1/15/2002	14.95	Fair		Donate to charity
	The cat who went to heaven By Coatsworth, Elizabeth	1/15/2002	5.95	Fair		Donate to charity
	Help! I'm a prisoner in the library By Clifford, Eth	1/15/2002	11.86	Fair		Donate to charity
	The Pinballs by Byars	?	?	Poor		Donate to charity
	Coast to Coast by Byars	?	3.99	Fair		Donate to charity
	Ida Early comes over the	12/11/2001	6.95	Fair		Donate to

	mountain By Burch, Robert					charity
	The incredible journey By Burnford, Sheila	12/11/2001	11.95	Fair		Donate to charity
	SOS Titanic By Bunting, Eve	12/11/2001	6.95	Fair		Donate to charity
	The hideout By Bunting, Eve	12/11/2001	6.95	Fair		Donate to charity
	The house of wings By Byars, Betsy	12/18/2001	6.95	Good		Donate to charity
	The summer of the swans By Byars, Betsy	12/18/2001	6.95	Poor		Donate to charity
	The pinballs By Byars, Betsy	12/18/2001	11.95	Fair		Donate to charity
	River Thunder by Hobbs	?	4.50	Good		Donate to charity
	Team Picture by Huges	?	16.00	Fair		Donate to charity
	The Hot and Cold Summer by Hurwitz	?	?	Fair		Donate to charity
	Baseball fever By Hurwitz, Johanna	12/11/2001	?	Fair		Donate to charity
	Ever-clever Elisa By Hurwitz, Johanna	2/8/2005	15.00	Fair		Donate to charity
	The birthday room By Henkes, Kevin	5/6/2002	8.00	Good		Donate to charity
	The summer of the bonepile monster By Henderson, Aileen Kilgore	11/7/2003	15.00	Fair		Donate to charity
	Danger at the Wild West show By Hart, Alison	10/8/2003	10.00	Fair		Donate to charity
	How to save your tail By Hanson, Mary Elizabeth	1/5/2009	16.00	Good		Donate to charity
	Kokopelli's Flute by Hobbs	?	4.50	Fair		Donate to charity
	Jackie's Wild Seattle By Hobbs, Will.	5/16/2005	8.00	Fair		Donate to charity
	Jason's gold By Hobbs, Will	5/9/2002	8.00	Fair		Donate to charity

	Beardance by Hobbs	?	?	Fair		Donate to charity
	The year of Miss Agnes By Hill, Kirkpatrick	3/31/2003	10	Fair		Donate to charity
	Hound Heaven by High	?	14.95	Fair		Donate to charity
	Being Youngest by Heyen	?	15.95	Fair		Donate to charity
	The New You by Leverich	2001	4.50	Poor		Donate to charity
	The great brain By Fitzgerald	2/5/2015	?	Fair		Donate to charity
	Strawberry Girl by Lenski	?	6.85	Fair		Donate to charity
	In the Year of the Boar and Jackie Robinson	?	?	Fair		Donate to charity
	Pippi in the South Seas	?	3.95	Fair		Donate to charity
	Afternoon of the Elves	?	3.99	Poor		Donate to charity
	Wander by Linquist	2001	4.50	Fair		Donate to charity
	In the stone circle By Kimmel	4/11/2005	8	Fair		Donate to charity
	In the stone circle By Kimmel	3/2/2006	8	Fair		Donate to charity
	One Golden Year by Hubbard	?	3.99	Fair		Donate to charity
	The Pepins and their problems By Horvath	3/10/2006	16.00	Fair		Donate to charity
	Mama By Hopkins	3/25/2003	10.00	Fair		Donate to charity
	Rivals By Hopper	5/4/2006	?	Fair		Donate to charity
	One true friend By Hansen	8/30/2004	12.00	Fair		Donate to charity
	The Planet of Junior Brown by Hamilton	1992	4.95	Fair		Donate to charity
	Cousins by Hamilton	?	?	Fair		Donate to charity

	MC Higgins the Great by Hamilton	?	?	Fair		Donate to charity
	Witness By Hesse	4/25/2002	12.00	Good		Donate to charity
	Letters from Rifka	2001	3.99	Fair		Donate to charity
	Elmer and the dragon By Gannett	10/15/2004	?	Poor		Donate to charity
	Brendan Buckley's universe and everything in it By Frazier	10/3/2012	7.00	Good		Donate to charity
	If the shoe fits By Mason	4/21/2006	?	Poor		Donate to charity
	Seven Spiders Spinning by Maguire	?	4.50	Fair		Donate to charity
	The Slave Dancer by Fox	?	6.00	Poor		Donate to charity
	Johnny Tremain	?	2.49	Fair		Donate to charity
	Flying Solo by Fletcher	?	4.50	Fair		Donate to charity
	Jim Ugly by Fleischman	1995	3.50	Fair		Donate to charity
	Seedfolks by Fleischman	?	4.95	Fair		Donate to charity
	Danger in the Desert By Terman	3/25/2003	10.00	Fair		Donate to charity
	Bandit's moon By Fleischman	4/25/2002	8.00	Fair		Donate to charity
	The million dollar strike By Gutman	8/10/2009	5.00	Fair		Donate to charity
	Get on out of here, Philip Hall by Greene	?	?	Fair		Donate to charity
	Owen Foote, second grade strongman By Greene	12/19/2008	12.00	Fair		Donate to charity
	As Ever, Gordy	?	15.00	Fair		Donate to charity
	Running Out of Time by Haddix	?	3.99	Poor		Donate to charity

Hannah, divided By Griffin	3/9/2006	15.99	fair		Donate to charity
Rabbit Hill by Lawson	?	7.10	Poor		Donate to charity
The diamond in the window By Langton	11/7/2003	8.00	Fair		Donate to charity
This can't be happening at Macdonald Hall! By Korman	5/25/2021	6.00	Fair		Donate to charity
Up from Jericho Tel By Konigsburg	11/7/2003	8.00	Good		Donate to charity
(George) By Konigsburg	4/25/2002	8.00	Fair		Donate to charity
Wild trek. By Kjelgaard	3/25/2003	10.00	Fair		Donate to charity
The school at Crooked Creek By Lawlor	3/9/2006	?	Fair		Donate to charity
Dancing in Cadillac light By Holt	5/9/2002	12.00	Fair		Donate to charity
Behind the lines By Holland	10/15/2004	12.00	Fair		Donate to charity
Any small goodness : a novel of the barrio By Johnston	3/20/2006	?	Fair		Donate to charity
Any small goodness : a novel of the barrio By Johnston	5/16/2005	8.00	Fair		Donate to charity
Rip-roaring Russell by Hurwitz	?	?	Fair		Donate to charity
The night flyers By Jones	5/6/2002	12.00	Fair		Donate to charity
Ghost light on Graveyard Shoal By Jones	10/8/2003	12.00	Fair		Donate to charity
Disaster on Windy Hill By Johnson	11/7/2003	12.00	Fair		Donate to charity
The Grizzly by Johnson	?	?	Fair		Donate to charity
Hannah West in deep water : a mystery By Johns, Linda	8/23/2007	15.00	Fair		Donate to charity

	Journey to the river sea By Ibbotson	1/4/2006	6.00	Fair		Donate to charity
	The Turnabout Shop By Rodowsky	3/2/2006	5.00	Fair		Donate to charity
	Yankee girl By Rodman	11/16/2007	17.00	Good		Donate to charity
	Kaya shows the way : a sister story By Shaw,	10/26/2004	12.00	Fair		Donate to charity
	The Houdini box By Selznick	9/23/2010	7.00	Fair		Donate to charity
	Chester Cricket's New Home by Selden	?	?	Fair		Donate to charity
	Harry Cat's Pet Puppy	?	?	Fair		Donate to charity
	The Cricket in Times Square	?	?	Poor		Donate to charity
	Tucker's Countryside	?	?	Poor		Donate to charity
	The Night the Whole Class Slept Over Trouble don't last By Pearsall	?	?	Fair		Donate to charity
	Liars by Peterson	?	?	Fair		Donate to charity
	Soup by Peck	?	?	Fair		Donate to charity
	Soup's Hoop by Peck	?	?	Fair		Donate to charity
	Trouble don't last By Pearsall	10/5/2004	8.00	Fair		Donate to charity
	Titlawhirl John by Paulsen	?	?	Fair		Donate to charity
	The Haymeadow by Paulsen	?	3.99	Fair		Donate to charity
	Dancing Carl by Paulsen	?	?	Fair		Donate to charity
	Kathleen : the Celtic knot By Parkinson	1/13/2012	8.00	Fair		Donate to charity
	The Last Man's Reward	?	?	Good		Donate to charity

	Jacob have I Loved by Paterson	?	?	Fair		Donate to charity
	Jip by Paterson	1998	11.19	Fair	1998 LSTA Grant	Donate to charity
	A small white scar By Nuzum	11/2/2009	12.00	Good		Donate to charity
	Zia by O'Dell	?	12.28	Poor		Donate to charity
	Black Star, Bright Dawn by O'Dell	?	12.71	Poor		Donate to charity
	Island of the Blue Dolphins by O'Dell	?	?	Poor		Donate to charity
	Take a chance, Gramps! By Okimoto	5/3/2006	?	Fair		Donate to charity
	The graduation of Jake Moon By Park	5/9/2002	10.00	Good		Donate to charity
	When my name was Keoko By Park	8/23/2004	12.00	Good		Donate to charity
	The Sin Eater by Schmidt	?	?	Fair		Donate to charity
	White water By Petersen	3/25/2003	10.00	Fair		Donate to charity
	The Fire Pony by Philbrick	?	?	Fair		Donate to charity
	Treasures in the Dust	2001	4.95	Fair		Donate to charity
	Clockwork, or All wound up By Pullman	11/18/2010	?	Fair		Donate to charity
	The strange case of Baby H By Reiss	5/21/2003	13.00	Fair		Donate to charity
	Summer of the Monkeys by Rawls	?	?	Poor		Donate to charity

Lori Niemeier

From: Matt Brown <mbrown@pretzelpride.com> on behalf of Matt Brown
Sent: Wednesday, June 7, 2023 7:58 AM
To: Lori Niemeier
Subject: Furniture

Hey Lori

These are the things I would like to get rid of.

- 3 teachers' desks.
- 5 student chairs.
- 4 file cabinets.
- 5 wooden shelves .
- 2 old metal tables with wooden tops.
- 12 student desk.
- 1 old metal cabinet.

Thanks Matt

Matt Brown
New Berlin Jr/Sr High
Facilities Director/ 7th Grade Boys Basketball Coach
217-488-6012 ext 238



Lori Niemeier

From: Brandi Maxedon <bmaxedon@pretzelpride.com> on behalf of Brandi Maxedon
Sent: Tuesday, June 6, 2023 10:12 AM
To: Matt Brown; Jilinda Larson; Lori Niemeier
Subject: Fwd: PreK items to discard
Attachments: IMG_9699.jpeg; IMG_9698.jpeg; IMG_9696.jpeg; IMG_9695.jpeg; IMG_9694.jpeg; IMG_9693.jpeg; IMG_9692.jpeg; IMG_9691.jpeg; IMG_9697.jpeg

Pre-k stuff for disposal.

----- Forwarded message -----

From: Whitney Sutera <wsutera@pretzelpride.com>
Date: Thu, Jun 1, 2023 at 1:09 PM
Subject: PreK items to discard
To: Brandi Maxedon <bmaxedon@pretzelpride.com>

The following items are wanting to be discarded. The PreK and Kindergarten no longer use. These items were most liked donated to the school from teachers over the years. They are labeled and located in the PreK outdoor closet off the PreK/K/1st grade playground.

Play workbench
Box of FP cars and toys
Small bike-tires need to be replaced
2 play grocery carts
2 car tracks
Play cleaning cart
Play kitchen
Bag of assorted stuffed animals, 2 dolls and misc doll toys

Please advise when the board approves them being tossed. I can drop them off at Goodwill if they don't need to go to a landfill.

--
Thank you,
Brandi S. Maxedon
Principal
New Berlin Elementary
217-488-6054



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Certified	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Teacher	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Molly Booher			Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	Elementary School	Certified Degree:	MA	Additional Hours:	12
Salary Schedule Placement	Choose an item.	Step:	12	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Click or tap here to enter text.	Desired Beginning Date:	5/1/2023		
Position Supervisor:	Brandi Maxedon				
Action Requested by:	Brandi Maxedon	Date:	5/22/2023		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES

Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates