

Regular Meeting
Thursday, June 26, 2025 5:15 p.m. Tour of
Renovation Area Regular Board Meeting 6
p.m.

Elementary Library-Conference Rm. 2
600 Cedar St
New Berlin, IL 62670

Agenda

1. Call to Order - 6:00 p.m.
2. Amended Budget Hearing
 1. Call to Order/Roll Call
 2. Amended Budget Presentation
 3. Public Comment regarding Amended Budget
 4. Adjourn Amended Budget Hearing
3. Matt Brue-Superintendent Search Update
4. Approve the Superintendent Search Job Posting Brochure
5. Pretzel Shoutouts
6. Public Comment (*Policy 2:230*)
7. IASB Liaison Talking Points
8. Adjustments to Agenda
9. Reports and Recommendations
 - 9.a. Director Reports
 - 9.a.1. Transportation Director
 - 9.a.2. Food Services Director
 - 9.a.3. Facility Director
 - 9.b. Administrator(s)
 - 9.b.1. Mr. Matthew Jokisch, Elementary Principal
 - 9.b.2. Mr. Brandon Radford, JH Principal
 - 9.b.3. Mrs. Hattie Llewellyn, High School Principal
 - 9.b.4. Mr. Dillon Binkley, District Athletic and Activities Director
 - 9.c. Superintendent
 - 9.c.1. Mrs. Jill Larson, Superintendent
 5. Staff Update for 25 - 26
 6. Construction Update
 7. Planning for 25 - 26 School Year
 8. Student Registration
 9. New Teacher Orientation
 10. District Literacy Implementation ISBE Grant
 11. Health Life Safety - Amendment 3&4 Update
 12. FY 26 Budget Update from ISBE
10. Consent Agenda
 - 10.a. Financial Report(s)
 - 10.a.1. Bills Payable & Imprest Fund
 - 10.a.2. Student Activity Funds
 - 10.a.3. Payroll
 - 10.a.4. Treasurer's Report

- 10.b. Open Session Minutes of May 15, 2025
- 10.c. Closed Session Minutes of May 15, 2025
- 10.d. Destroying of Executive Session Tapes for the Month(s) of November 2023 and prior
- 10.e. First Reading of Press Policy Issue #119
- 11. New Business
 - 11.a. Approve FY25 Amended Budget
 - 11.b. Approve FY26 Support Staff and Administrative Increase & Pay Rate Schedule 2025-2026
 - 11.c. Approve 2025-2026 Fee Schedule
 - 11.d. Approve New Student Activity Account - Elementary Theater Summer Camp
 - 11.e. Approve 2025-2026 Cheerleading Rules
 - 11.f. Approve the 2025-2026 High School Volleyball Rules
 - 11.g. Approve Athletic Trainer Job Description
 - 11.h. Approve New Berlin CUSD Organizational Chart
 - 11.i. Approve the Engagement Agreement with Giffin Winning Cohen & Bodewes, P.C., Attorneys at Law
 - 11.j. Approve Revised HLS Amendment #32
 - 11.k. Approve the Second Reading of Press Policy Issue #118
 - 11.l. Approve the JH Wrestling Co-op with Pleasant Plains as Host School
 - 11.m. Approve the Resolution to Sell/Dispose of Surplus or Outdated Equipment/Supplies
 - 11.n. Approve the Lifetouch Service Agreements for the Junior and Senior High School
 - 11.o. Approve the Elementary Student Handbook 25-26
- 12. Executive Session - For the purpose of:
 - 12.a. *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(2)*
- 13. *Personnel Consent Agenda (Policy 5:280) (all hires pending proper certifications and/or requirements)
 - 13.a. Kim Glynn as HS Math Teacher
 - 13.b. Autumn Thompson as JH Paraprofessional
 - 13.c. Robert Dunn as HS PE Teacher
 - 13.d. Robert Dunn as 2025-2026 HS Track & Field Coach
 - 13.e. Meilssa Charneski as PT Bus Driver
 - 13.f. Katie Winland as NBE Paraprofessional - Individual Aide

- 13.g. Sarah Lawhorn as NBE Paraprofessional-Individual Aide
- 13.h. Daniel Hill as NBE Paraprofessional - Individual Aide
- 13.i. Katie Ford as NBE Paraprofessional
- 13.j. Kylie Buchanan as NBE Paraprofessional
- 13.k. Neil Holderread as High School Head Basketball Coach
- 13.l. Trent Quarton as High School Head Football Coach
- 13.m. Chip Wagner as Asst. JH Baseball Coach
- 13.n. Fall Volunteer Coaches
- 13.o. Jennifer Ogden-Tom as Lead Mentor
- 14. Approve Irrevocable Letter to Retirement for Wendy Kanllakan (end of 2028-2029 School Year)
- 15. Resignations:
 - 13. Michael Todd Cheek-intent to retire effective December 31, 2025
 - 14. Sarah Smith-Elementary Teacher
 - 15. Luanne Loving-Paraprofessional
 - 16. Lindsay Johnson-HS Science Club Sponsor
 - 17. Tanner Shafer-HS PE Teacher, Track & Field Coach and Asst. Football Coach
 - 18. James Dambacher-Head HS Football Coach
- 16. School Board Member Training
- 17. Adjournment

BUDGET AMENDMENT

July 1, 2024 through June 30, 2025

Presented 06/26/2025

FUND	FY24 ENDING FUND BALANCE (Unaudited)	FY25 REVENUES (Adopted)	FY25 EXPENDITURES (Adopted)	SURPLUS/ (DEFICIT)	FY25 ENDING FUND BALANCE (Proposed)	FY25 REVENUES (Amended)	FY25 EXPENDITURES (Amended)	SURPLUS/ (DEFICIT)	FY25 ENDING FUND BALANCE (Amended)
EDUCATION *	\$ 1,757,360	10,202,602	11,871,130	(1,668,528)	\$ 88,832	10,895,585	11,619,915	(724,330)	\$ 1,033,030
OPERATIONS & MAINTENANCE *	\$ 2,607,184	2,044,560	3,168,375	(1,123,815)	\$ 1,483,369	1,364,235	1,304,690	59,545	\$ 2,666,729
DEBT SERVICE	\$ 474,531	2,295,645	2,052,215	243,430	\$ 717,961	2,278,275	2,287,655	(9,380)	\$ 465,151
TRANSPORTATION *	\$ 578,908	969,435	1,257,180	(287,745)	\$ 291,163	838,780	1,209,655	(370,875)	\$ 208,033
IMRF / SOCIAL SECURITY *	\$ 235,367	363,420	420,360	(56,940)	\$ 178,427	369,105	429,025	(59,920)	\$ 175,447
CAPITAL PROJECTS	\$ 19,676,000	600,000	20,075,000	(19,475,000)	\$ 201,000	502,500	16,716,155	(16,213,655)	\$ 3,462,345
SALES TAX	\$ 2,904,937	1,010,000	930,325	79,675	\$ 2,984,612	965,000	930,325	34,675	\$ 2,939,612
WORKING CASH	\$ 2,713,400	225,455	-	225,455	\$ 2,938,855	144,450	-	144,450	\$ 2,857,850
TORT	\$ (39,156)	416,650	377,440	39,210	\$ 54	445,675	150,000	295,675	\$ 256,519
FIRE PREVENTION & SAFETY	\$ 918,454	241,450	482,160	(240,710)	\$ 677,744	185,545	436,945	(251,400)	\$ 667,054
TOTAL	\$ 31,826,987	\$ 18,369,217	\$ 40,634,185	\$ (22,264,968)	\$ 9,562,019	\$ 17,989,150	\$ 35,084,365	\$ (17,095,215)	\$ 14,731,772
* OPERATING FUNDS	\$ 7,656,852	\$ 13,442,052	\$ 16,296,685	(2,854,633)	\$ 4,802,219	\$ 13,243,050	\$ 14,134,260	(891,210)	\$ 6,765,642

* (Ed, O & M, Trans, & Working Cash)

FINANCIAL DATA

EAV.....	\$ 271,436,836
Bonds Outstanding.....	\$ 32,930,700
Annual Revenue from CSFST\$.....	\$ 840,000
TAX RATE —	
Education.....	1.7865
Operations & Maintenance	0.4903
Transportation.....	0.2370
Working Cash.....	0.0425
I.M.R.F.....	0.0425
Tort.....	0.0981
Debt Services.....	0.5968
Lease.....	0.0850
Health Life Safety.....	0.0245
Social Security.....	0.0916
Special Education	0.6864
TOTAL.....	4.1812

THE BOARD OF EDUCATION

The New Berlin CSD 16 Board of Education is comprised of citizens dedicated to providing the best education possible for every student it serves. Board members establish sound written policies and expect the superintendent to function as the chief executive officer in implementing those policies.

Name.....	*Years
Stephanie Neuman, President.....	6
Bill Marr, Vice President.....	6
Jenny Mann, Secretary.....	4
Josh Beard, Board Member	3
Jerry Bishoff, Board Member	2
Jason Arndt, Board Member	1
Abby Grifflth, Board MemberAppointed	2 mos.

*Years served on the New Berlin CUSD 16 Board of Education.

IDEAL CANDIDATE

Candidates will be evaluated on their professional merits and successful experience that demonstrates a good match for the district, with emphasis on the following, specified by the Board of Education. The Superintendent of our district should be an educational leader who:

- Fosters a professional culture for educators.
- Develops and works cooperatively/effectively with Board of Education.
- Facilitates meaningful and ongoing family/community engagement.
- Has finance/budget expertise.
- Ensures an inclusive, safe school environment.
- Excellent written and verbal communication skills/collaborative.

Previous successful teaching and administrative experience is required.

Previous successful superintendent experience is preferred.

In district residence is preferred but not required.

APPLICANTS ARE REQUESTED NOT TO CONTACT BOARD MEMBERS.

New Berlin CUSD 16 is an equal opportunity employer and the Illinois Association of School Boards is an equal opportunity employment search agency.

APPLICATION INSTRUCTIONS

IASB has an online application process and does not accept mailed, emailed, hand-delivered or faxed application packets.

Please begin your application process at: <https://iasb.myrvelus.com>

Applicants will need to establish a username and password. Applicants will be asked to give consent to a limited background inquiry. Completed responses to statements identified in this announcement will be required.

All applicants must apply online by 12:00 p.m. (CST) September 21, 2025 and upload the following PDF documents to receive consideration:

1. A formal letter of application indicating your desire to be a candidate for this position.
2. A formal resume that includes a summary of achievements in all education positions, educational vision, and goals, personal leadership philosophy and reasons for your interest in this position.
3. At least three recent letters of reference dated within the last three years.
4. Copies of transcripts from each college/university attended. (Please redact/remove your social security number and birthdate before uploading any of these items).
5. Proof of qualification and licensure to be a superintendent in the state of Illinois (copy of the administrative licensure with all related endorsements*) or other evidence showing qualification to be a superintendent in another state. (Please redact/remove your birthdate before you upload this document).

ALL UPLOADS MUST BE IN PDF FORMAT.

*Information on certification and licensure can be obtained by contacting the Illinois State Board of Education, Department of Educator Effectiveness, 100 North First Street, Springfield, Illinois 62777 or by visiting the ISBE website at www.isbe.net.

Announcement of Vacanc Superintendent New Berlin CUSD 16



MISSION STATEMENT

The Mission of CUSD #16, in partnership with parents and community, is to provide quality educational opportunities, resource; and encouragement necessary for our students to... 1) Achieve their personal bes academically and socially; 2) Become responsible and productive citizens; 3) Lear from and adapt to an ever-changing society

July 2025

ANNOUNCEMENT OF VACANCY

The Board of Education of New Berlin CUSD 16, New Berlin, Illinois is seeking qualified applicants for the position of Superintendent. The Board wishes to select a superintendent who will begin work on July 1, 2026.

A multi-year employment contract is expected to be negotiated with the final candidate. Salary and benefits will be based on experience and expertise with a salary range expected to be \$140,000 to \$160,000 and benefits expected to include health insurance, life insurance, sick days, personal days, vacation days, professional dues, and TTS pension.

GENERAL INFORMATION ON THE DISTRICT AND THE AREA

LOCATION – Located 22 miles west of Springfield and 23 miles east of Jacksonville, the district was originally established in 1915. In 1948, it became known as New Berlin CUSD #16. The district offers the unique advantages of both rural settings and access to nearby mid-sized cities. CUSD #16 - population is 5,866 (2023 per CensusReporter.org) and 152 square miles. The District includes the towns of Berlin, Curran, Loami, part of Chatham, and Alexander (located in Morgan County), and the west side of Springfield.

TYPE – PreK-12; 860 Students.

OFFICE – 600 N. Cedar Street, New Berlin, IL 62670. (Inside New Berlin Elementary)

STAFF – 3 Principals, 1 Elementary Assistant Principal, 68 Teachers, 95 Support Personnel.

CENTRAL OFFICE PERSONNEL – Superintendent, Chief School Business Official, Administrative Assistant to the Superintendent/Board Recorder, Accounts Payable Clerk, Business Office Administrative Assistant.

CURRICULUM – All curriculum is aligned with the Illinois Learning Standards. The core curriculum areas underwent curriculum reviews

in order to have updated curriculum resources.

The district has a strong Pre-K program. The K - 5 elementary school is a self-contained classroom with an average of three classes per grade level. The elementary school is a Title I school and students participate in band, music, art, library/STEM, and physical education. The junior high students have a 90-minute block of ELA in addition to a variety of being able to take two elective classes. High school students have dual credit opportunities and elective opportunities in Agriculture, Business and Technology, and Family and Consumer Science. All students have 1:1 access to Chromebooks.

SPECIAL PROGRAMS – High School offers dual credit partnership with Lincoln Land Community College in addition to over 20 programs held at Capital Area Career and Sangamon CEO program. MTSS, a multi-tiered system of support, is used to address academic, social, emotional, and behavioral deficits with the support of two district social workers and an elementary reading interventionist. Preschool for All programming provides six classrooms for 3 and 4-year olds.

SPECIAL SERVICES – The district is part of the Sangamon Area Special Education District (SASSED) where all the needs of students are overseen, coordinated, and monitored. The district ensures that each student's needs are met in the least restrictive environment in order for them to be successful.

FACILITIES – District Office (located in the Elementary School), Elementary School (PreK-5th), Junior High/High School (grades 6 - 12) building occupy the same building with JH upstairs and HS downstairs. The bus garage houses the transportation office and mechanic space.

TRANSPORTATION – The district owns and operates its own buses and other vehicles.

FOOD SERVICES – The district operates its own food service program offering federal reimbursable lunches and breakfast. The elementary kitchen is engaged in working with Beyond Green Sustainable Food Partners.

DIST. WEBSITE – www.pretzelpride.com

MEMBER OF – Illinois Association of School Boards, Capital Area Career Center, Sangamon Area of Special Education District, Illinois Elementary School Association, Illinois High School Association, Illinois Principals Association, Illinois Association of School Administrators, Illinois Association of School Business Officials.

MEDICAL – HSHS St. John's Hospital, Memorial Medical Center, Springfield Clinic, SIU School of Medicine, Passavant (Jacksonville).

CULTURAL – Abe Lincoln Presidential Museum, Illinois State Museum, State Capitol, YMCA, Knight's Action Park, Lincoln Memorial Gardens, Illinois State Fair, Sangamon County Fair (in New Berlin), Springfield Park District, Scheels Sports Park at Legacy Pointe, Lake Springfield, and Lake Sangchris.

RECREATION – A wide range of recreational activities are available in the surrounding communities. These include golfing, swimming, ice skating, sports, fishing, and boating.

PLACES OF WORSHIP – There are many faith-based organizations within the school district and nearby. Local congregations are very supportive of the work of our schools.

RETAIL – The surrounding small towns, Springfield, and Jacksonville offer a wide range of retail opportunities. These include hardware, auto, electronics, boutiques, clothing, jewelry, nurseries, home goods, furniture, floral, pets, and much more.

COLLEGES – Lincoln Land Community College, University of Illinois - Springfield, Illinois College (Jacksonville), Southern Illinois University Medical School.

PROJECTED TIMELINE

Application Deadline
September 21, 2025 by Noon (CST)
Candidates Presented to Board:
October 2025
Board Interviews Candidates:
October 2025
New Superintendent Appointed:
By the end of December 2025
New Superintendent Begins:
July 1, 2026

Applicants will be required to provide response to the following online application statements

1. Describe your experience in curriculum development and instructional implementation.
2. Describe your experience in school finance or budgeting.
3. Describe your experience in developing and monitoring goals for school improvement.
4. Describe your experience in building and sustaining productive relationships with stake holders (board, staff, students, parents and community members).
5. Describe your experiences in working with a diverse population (socio-economic, cultural, ethnic, etc.).
6. Having read the ideal candidate section of the announcement of vacancy, why do you feel you are a match for this district?
7. Are you aware of the residency requirement for this position, if applicable?

This Professional Superintendent Search is being conducted by the Illinois Association of School Boards, Matt Brue, Consultant, Executive Searches, (217) 528-9688, ext. 1149





SETH HILL, TRANSPORTATION DIRECTOR
NEW BERLIN CUSD16
300 E. ELLIS ST.
NEW BERLIN, IL 62670
217-488-2040 EXT. 235

June Board Report

Transportation

- Sent buses for general maintenance
- Sent buses for bi-yearly inspections
- Mechanic is working on installation of parts on buses that need work done.
- Aligning of drop off times based on improved efficiency of the route times.
- Alignment of seating charts to help with discipline
- Continued recertification of drivers
- Staff end of the year Steak Dinner
- Coverage of routes and sporting events after school
- Continued organization and management of budget
- End of school year checklist for drivers completed
- Utilization of routefinder and preparation for roll over of year in first of July
- Buses are being deep cleaned and inspected for any issues that need to be addressed.
- Preparation for claim reporting in progress for July
- Mechanic is changing oil and breaks on buses for preparation of next year

Open positions

- Bus Driver
- Bus Monitor
- Pretzel positives
 - Staff end of the year Steak Dinner
 - Kris Neuman, Troy Sanson, and Brian Bandy for still helping in covering routes during the afternoon and morning due to need for coverage.



NEW BERLIN ELEMENTARY

Let's go Pretzels!

June 2025 Board Report

TO: NBCUSD #16 Board of Education, Mrs. Jill Larson, Superintendent

From: Matthew Jokisch, Elementary Principal

Pretzel Positives

☐ *Student Shout Outs*

- Official i-Ready results are in.....and we couldn't be more proud
- See summary of scores below

☐ *Staff Shout Outs*

- Individual budget considerations commendable and appreciated
- Whole Brain rules implementation / Workshop and Application Readiness

School Improvement

☐ *Pretzel Learning for Staff and Administration*

- Brain Based Instruction - ROE #51 Training at CACC
- SRM and SRP training - Marion, IL
- RTO training - Red Bud, IL
- Safety Site Assessment Training - New Berlin, IL

☐ *Building Principal Goals / Update*

- See corresponding charts demonstrating growth in desired goals/areas:



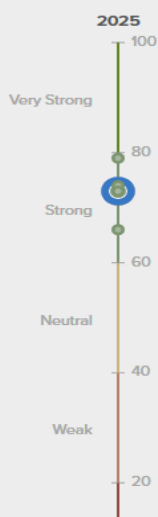
NEW BERLIN ELEMENTARY

Let's go Pretzels!

Building Principal Social and Emotional Learning Goals 2025

Provide a safe, equitable educational environment that benefits all students

How is New Berlin Elementary School performing on Supportive Environment?



Essential Performance

Supportive Environment 73 Strong

In schools with a Supportive Environment, the school is safe, demanding, and supportive. In such schools:

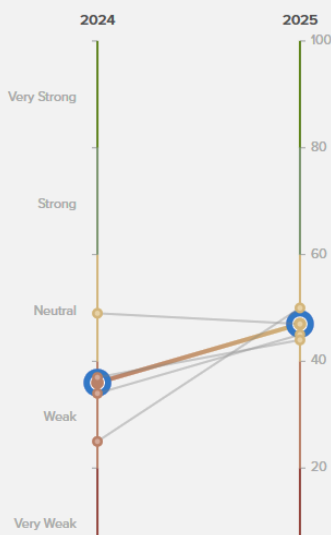
- students feel safe in and around the school,
- they find teachers trust-worthy and responsive to their academic needs,
- all students value hard work, and
- teachers push all students toward high academic performance.

Measures	Performance	Respondent
Safety	79 Strong	Student
Student-Teacher Trust	74 Strong	Student
Academic Personalism	73 Strong	Student
Peer Support for Academic Work	66 Strong	Student

Building Principal BOE Contract Goals 2025-2028

Goal 1: (Standard 5) Leading with Integrity and Professionalism

How has performance changed since the last survey?



Essential Change Performance

Effective Leaders + 11 47 Neutral

In schools with Effective Leaders, principals and teachers work together to implement a shared vision. In such schools, people, programs, and resources are focused on a vision for sustained improvement. Leaders:

- practice shared leadership,
- set high goals for quality instruction,
- maintain mutually trusting and respectful relationships,
- support professional advancement for faculty and staff, and
- manage resources for sustained program improvement (not measured).

Measures	Change	Performance	Respondent
Teacher-Principal Trust	+ 25	50 Neutral	Teacher
Program Coherence	+ 11	45 Neutral	Teacher
Instructional Leadership	+ 7	44 Neutral	Teacher
Teacher Influence	- 2	47 Neutral	Teacher

1

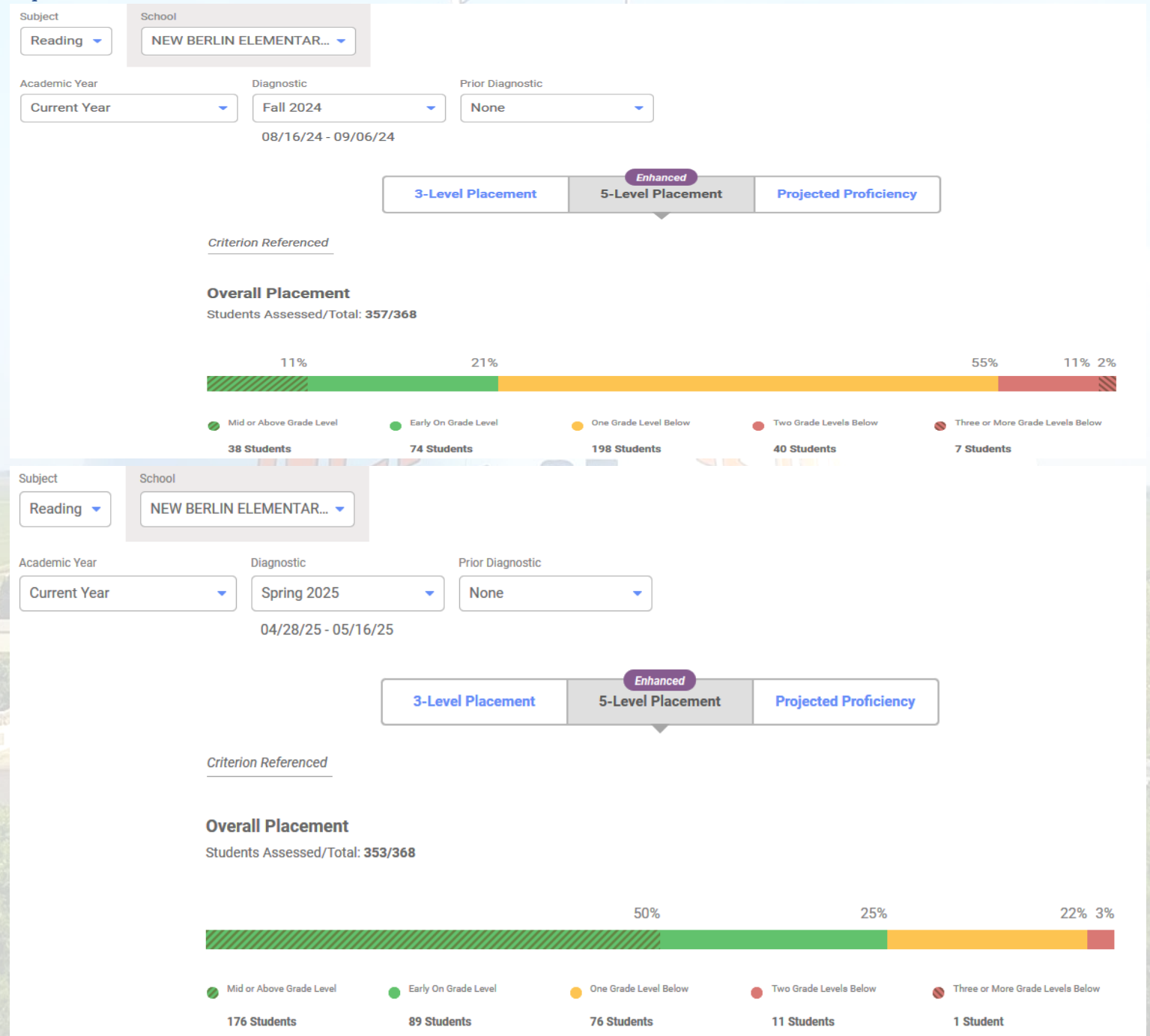


NEW BERLIN ELEMENTARY

Let's go Pretzels!

Building Principal Student Growth Goals coupled with School Improvement Goals 2025

Goal 3. Improving Teaching and Learning The principal works with the school staff and community to develop a research-based framework for effective teaching and learning that is refined continuously to improve instruction for all students.





NEW BERLIN ELEMENTARY

Let's go Pretzels!

Subject

Math

School

NEW BERLIN ELEMENTAR...

Academic Year

Current Year

Diagnostic

Fall 2024

Prior Diagnostic

None

08/16/24 - 09/06/24

3-Level Placement

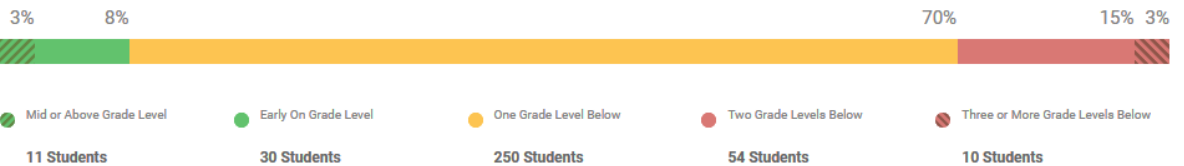
Enhanced
5-Level Placement

Projected Proficiency

Criterion Referenced

Overall Placement

Students Assessed/Total: 355/368



Subject

Math

School

NEW BERLIN ELEMENTAR...

Academic Year

Current Year

Diagnostic

Spring 2025

Prior Diagnostic

None

04/28/25 - 05/16/25

3-Level Placement

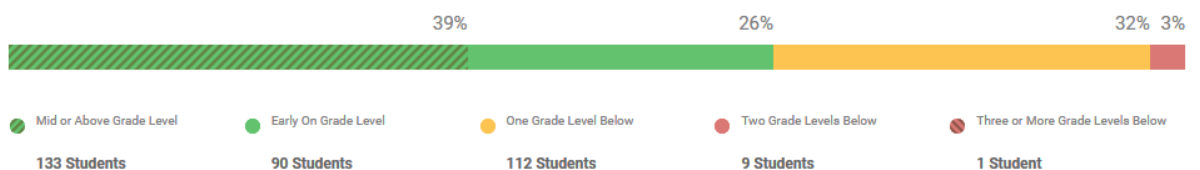
Enhanced
5-Level Placement

Projected Proficiency

Criterion Referenced

Overall Placement

Students Assessed/Total: 345/368





June 2025 Board Report

TO: NBCUSD #16 Board of Education, Mrs. Jill Larson, Superintendent

From: Hattie Llewellyn, High School Principal

Summer Update

- I will have the 25.26 NBHS Student Handbook ready for adoption in July. After sending an invite to all parents to attend the handbook meeting to provide input, I had one parent come to the meeting. I did have 3 parents provide feedback via email for changes that they would like to see.
- We will not have our Pretzel Success Day for the incoming 9th grade students. We will go through the orientation and program materials the first week of school during Advisory.

Pretzel Positives

NBHS Shout Outs

- Mr. Binkley - He has done a phenomenal job in his new role - the Pretzel Athletics Website looks amazing - and the announcements feature is a great addition to keep everyone informed and up to date! He has covered for camps and open gyms, and taken students to camps - he has gone above and beyond, and I am so glad to have him back!
- Safe from Severe Weather - shout out to all staff that were here the day we had severe weather. Coach Gum was hosting his baseball camp, and the camp kids and his volunteer assistants were troopers through the whole situation. Shout out to Mrs. Larson for working with the local emergency services and keeping us apprised of ongoing alerts!
- Coach Q had some of the football boys in the new weight room and it was great seeing and hearing their reactions as they looked at the flooring and made plans for the walls - posting up new leaderboards and other things they want to do with the space.

Professional Development: I attended the IASA Risk Assessment Workshop on June 9th.

Recommendations:

Kimberly Glynn HS Math Teacher

Robert Dunn - HS PE Teacher

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
A&MPC	000	A & M PRODUCTS COMPANY			202.00	3012025009	50	BNK5	PLAQUES-CHARNESKI-CHOIR-CONTE		P	H	04/28/2025	05/31/2025	R			\$202.00
									STS/DUES/FEES									
												24-25				61884		\$202.00
	100				CHARNESKI-HS & JH CHOIR								1.00					\$202.00
					CONTEST/DUES/FEES													
NUMBER OF INVOICES: 1																		\$202.00
AFAFLEX	000	AMERICAN FIDELITY ASSURANCE CO			20250530ADFSA	0000000000	P9	BNK5	Payroll accrual			B	05/30/2025	05/30/2025	W			\$918.83
												24-25				202400451		\$918.83
AFAFLEX	000	AMERICAN FIDELITY ASSURANCE CO			20250613ADFSA	0000000000	P9	BNK5	Payroll accrual			B	06/13/2025	06/13/2025	W			\$918.83
												24-25				202400466		\$918.83
NUMBER OF INVOICES: 2																		\$1,837.66
AFAHSA	000	AMERICAN FIDELITY H.S.A.			20250530ADHSA01	0000000000	P1	BNK5	Payroll accrual			H	05/30/2025	05/30/2025	W			\$526.76
												24-25				202400452		\$526.76
AFAHSA	000	AMERICAN FIDELITY H.S.A.			20250613ADHSA01	0000000000	P1	BNK5	Payroll accrual			B	06/13/2025	06/13/2025	W			\$526.76
												24-25				202400467		\$526.76
NUMBER OF INVOICES: 2																		\$1,053.52
AFASUP	000	AMERICAN FIDELITY ASSURANCE			20250530ADAF1	0000000000	P9	BNK5	Payroll accrual			B	05/30/2025	05/30/2025	W			\$963.47
												24-25				202400450		\$963.47
AFASUP	000	AMERICAN FIDELITY ASSURANCE			20250530ADAF10	0000000000	P9	BNK5	Payroll accrual			B	05/30/2025	05/30/2025	W			\$7.27
												24-25				202400450		\$7.27
AFASUP	000	AMERICAN FIDELITY ASSURANCE			20250530ADAF11	0000000000	P9	BNK5	Payroll accrual			B	05/30/2025	05/30/2025	W			\$62.70
												24-25				202400450		\$62.70
AFASUP	000	AMERICAN FIDELITY ASSURANCE			20250530ADAF12	0000000000	P9	BNK5	Payroll accrual			B	05/30/2025	05/30/2025	W			\$19.90
												24-25				202400450		\$19.90

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	
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250530ADAF	A2	0000000000	P9	BNK5	Payroll	accrual	B	05/30/2025	05/30/2025	W				\$579.50
												24-25				202400450			\$579.50
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250530ADAF	A5	0000000000	P9	BNK5	Payroll	accrual	B	05/30/2025	05/30/2025	W				\$194.95
												24-25				202400450			\$194.95
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250530ADAF	A6	0000000000	P9	BNK5	Payroll	accrual	B	05/30/2025	05/30/2025	W				\$208.13
												24-25				202400450			\$208.13
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250530ADAF	A7	0000000000	P9	BNK5	Payroll	accrual	B	05/30/2025	05/30/2025	W				\$255.60
												24-25				202400450			\$255.60
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250530ADAF	A8	0000000000	P9	BNK5	Payroll	accrual	B	05/30/2025	05/30/2025	W				\$182.57
												24-25				202400450			\$182.57
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250530ADAF	A9	0000000000	P9	BNK5	Payroll	accrual	B	05/30/2025	05/30/2025	W				\$16.45
												24-25				202400450			\$16.45
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250613ADAF	A1	0000000000	P9	BNK5	Payroll	accrual	B	06/13/2025	06/13/2025	W				\$963.47
												24-25				202400465			\$963.47
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250613ADAF	A10	0000000000	P9	BNK5	Payroll	accrual	B	06/13/2025	06/13/2025	W				\$7.27
												24-25				202400465			\$7.27
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250613ADAF	A11	0000000000	P9	BNK5	Payroll	accrual	B	06/13/2025	06/13/2025	W				\$62.70
												24-25				202400465			\$62.70
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250613ADAF	A12	0000000000	P9	BNK5	Payroll	accrual	B	06/13/2025	06/13/2025	W				\$19.90
												24-25				202400465			\$19.90
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250613ADAF	A2	0000000000	P9	BNK5	Payroll	accrual	B	06/13/2025	06/13/2025	W				\$579.50
												24-25				202400465			\$579.50
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250613ADAF	A5	0000000000	P9	BNK5	Payroll	accrual	B	06/13/2025	06/13/2025	W				\$194.95
												24-25				202400465			\$194.95

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
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250613ADAF6	0000000000	P9	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W					\$208.13	
										24-25				202400465			\$208.13		
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250613ADAF67	0000000000	P9	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W					\$255.60	
										24-25				202400465			\$255.60		
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250613ADAF68	0000000000	P9	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W					\$182.57	
										24-25				202400465			\$182.57		
AFASUP	000	AMERICAN	FIDELITY	ASSURANCE	20250613ADAF69	0000000000	P9	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W					\$16.45	
										24-25				202400465			\$16.45		
NUMBER OF INVOICES: 20																		\$4,981.08	
AFLAC	000	AMERICAN	FAMILY	LIFE	ASSUR	20250530ADAF2	0000000000	P9	BNK5	Payroll accrual	B	05/30/2025	05/30/2025	W					\$19.63
											24-25				202400442			\$19.63	
AFLAC	000	AMERICAN	FAMILY	LIFE	ASSUR	20250613ADAF2	0000000000	P9	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W					\$19.63
											24-25				202400456			\$19.63	
NUMBER OF INVOICES: 2																		\$39.26	
ALEXAED	000	ALEXANDER, ED			90.00	0000000000	50	BNK5	GILRS VARSITY SOFTBALL - 4/24/25	H	04/24/2025	05/31/2025	R					\$90.00	
										24-25				61830			\$90.00		
NUMBER OF INVOICES: 1																		\$90.00	
AMEC	001	AMEREN	CIPS		AME3013-0525	0000000000	061125	BNK5	JH/HS BLDG-ELECTRICITY	H	05/12/2025	06/11/2025	V					\$10,294.71	
										24-25				30130525			\$10,294.71		
AMEC	001	AMEREN	CIPS		AME3013-0525	0000000000	061125	BNK5	JH/HS BLDG-ELECTRICITY	H	05/12/2025	06/11/2025	W					\$10,185.94	
										24-25				202400469			\$10,185.94		

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
NUMBER OF INVOICES: 2												\$-108.77
AMERCEN 000	AMERICAN CENTRAL INSURANCE	2025-03	0000000000	50	BNK5	HRA DISBURSEMENT FOR DEDUCTIBLE (CREASEY, HAAS, W. TALBERT)	H	04/30/2025	05/31/2025	R		\$6,959.61
							24-25			61885		\$6,959.61
NUMBER OF INVOICES: 1												\$6,959.61
APPLEEM0000	APPLEBERRY, EMORY	60.00	0000000000	50	BNK5	VARSITY SOFTBALL OFFICIAL 5/13/25	H	05/13/2025	05/31/2025	S		\$60.00
							24-25			61902		\$60.00
NUMBER OF INVOICES: 1												\$60.00
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20250530ADAXA	0000000000	P1	BNK5	Payroll accrual	H	05/30/2025	05/30/2025	W		\$2,515.00
							24-25			202400449		\$2,515.00
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20250530ADAXA%	0000000000	P1	BNK5	Payroll accrual	H	05/30/2025	05/30/2025	W		\$3,198.42
							24-25			202400449		\$3,198.42
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20250613ADAXA	0000000000	P1	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W		\$2,515.00
							24-25			202400464		\$2,515.00
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20250613ADAXA%	0000000000	P1	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W		\$3,123.56
							24-25			202400464		\$3,123.56
NUMBER OF INVOICES: 4												\$11,351.98
BAUSEJAM000	BAUSER, JAMES	60.00	0000000000	50	BNK5	VARSITY SOFTBALL-5/13/25	H	05/13/2025	05/31/2025	S		\$60.00
							24-25			61903		\$60.00
NUMBER OF INVOICES: 1												\$60.00
BEATYBIL001	BEATY, BILL JR	95.00	0000000000	50	BNK5	VARSITY SOFTBALL-5/16/25	H	05/16/2025	05/31/2025	S		\$95.00

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
BEATYBIL001	BEATY, BILL JR	95.00		*****	CONTINUED*****							
							24-25			61904		\$95.00
						NUMBER OF INVOICES: 1						\$95.00
BMO FINA000	BMO FINANCIAL GROUP	4127-0625-4	0000000000	BMO 0625	BNK5	9232-AMAZON-TEACHER APPRECIATION	B	04/29/2025	06/10/2025	W		\$42.96
							24-25			202400455		\$42.96
BMO FINA000	BMO FINANCIAL GROUP	6930-0625-5	0000000000	BMO 0625	BNK5	9202-MICHAELS-GIFT CARDS	B	05/12/2025	06/10/2025	W		\$75.00
							24-25			202400455		\$75.00
						NUMBER OF INVOICES: 2						\$117.96
BOUNDBRA000	BOUNDS, BRAD	160.00	0000000000	50	BNK5	BOYS VARSITY BASEBALL-5/10/25	H	05/10/2025	05/31/2025	S		\$160.00
							24-25			61886		\$160.00
BOUNDBRA000	BOUNDS, BRAD	170.00	0000000000	50	BNK5	VARSITY BASEBALL-4/26/25	H	04/26/2025	05/31/2025	R		\$170.00
							24-25			61831		\$170.00
BOUNDBRA000	BOUNDS, BRAD	170.00	0000000000	50	BNK5	VARSITY BASEBALL-5/3/25	H	05/03/2025	05/31/2025	R		\$170.00
							24-25			61873		\$170.00
BOUNDBRA000	BOUNDS, BRAD	90.00	0000000000	50	BNK5	BOYS VARSITY BASEBALL-5/6/25	H	05/06/2025	05/31/2025	S		\$90.00
							24-25			61887		\$90.00
						NUMBER OF INVOICES: 4						\$590.00
BRINKDON000	BRINKLEY, DONALD	90.00	0000000000	50	BNK5	VARSITY SOFTBALL-4/23/25	H	04/23/2025	05/31/2025	R		\$90.00
							24-25			61832		\$90.00
						NUMBER OF INVOICES: 1						\$90.00
BROCKADA000	BROCKHOUSE, ADAM	95.00	0000000000	50	BNK5	VARSITY SOFTBALL-5/16/25	H	05/16/2025	05/31/2025	S		\$95.00

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
BROCKADA000	BROCKHOUSE, ADAM	95.00		*****CONTINUED*****								
							24-25			61905		\$95.00
						NUMBER OF INVOICES: 1						\$95.00
BURCHTIM000	BURCH, TIMOTHY	90.00	0000000000	50	BNK5	VARSITY BASEBALL 5/6/25	H	05/06/2025	05/31/2025	S		\$90.00
							24-25			61888		\$90.00
						NUMBER OF INVOICES: 1						\$90.00
COOPEJEF000	COOPER, JEFFERY	60.00	0000000000	50	BNK5	VARISTY SOFTBALL-5/13/25	H	05/13/2025	05/31/2025	S		\$60.00
							24-25			61906		\$60.00
						NUMBER OF INVOICES: 1						\$60.00
DUNCACHR000	DUNCAN, CHRISTOPHER	90.00	0000000000	50	BNK5	BOYS VARISTY BASEBALL-5/16/25	H	05/16/2025	05/31/2025	S		\$90.00
							24-25			61907		\$90.00
						NUMBER OF INVOICES: 1						\$90.00
EISFEAR000	EISFELDER, AARON	95.00	0000000000	50	BNK5	GIRLS VARSITY SOFTBALL-5/16/25	H	05/16/2025	05/31/2025	S		\$95.00
							24-25			61908		\$95.00
						NUMBER OF INVOICES: 1						\$95.00
ENGELROB000	ENGEL, ROBERT JR	90.00	0000000000	50	BNK5	BOYS VARSITY BASEBALL-5/8/25	H	05/08/2025	05/31/2025	S		\$90.00
							24-25			61889		\$90.00
						NUMBER OF INVOICES: 1						\$90.00
GLICKLAN000	GLICK, LANCE	80.00	0000000000	50	BNK5	JV BASEBALL-5/8/28	H	05/08/2025	05/31/2025	R		\$80.00
							24-25			61898		\$80.00

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
GLICKLAN000	GLICK, LANCE	90.00	0000000000	50	BNK5	VARSITY BASEBALL-5/16/25	H	05/16/2025	05/31/2025	S		\$90.00
							24-25			61909		\$90.00
						NUMBER OF INVOICES: 2						\$170.00
GREENEAR000	GREEN, EARL	80.00	0000000000	50	BNK5	JV BASEBALL-5/8/25	H	05/08/2025	05/31/2025	R		\$80.00
							24-25			61899		\$80.00
GREENEAR000	GREEN, EARL	80.00	0000000000	50	BNK5	JV BASEBALL-5/9/25	H	05/09/2025	05/31/2025	R		\$80.00
							24-25			61900		\$80.00
						NUMBER OF INVOICES: 2						\$160.00
HARMSHEN000	HARMS, HENRY	130.00	0000000000	50	BNK5	COED VARSITY TRACK-4/29/25	H	04/29/2025	05/31/2025	A		\$130.00
							24-25			242500365		\$130.00
HARMSHEN000	HARMS, HENRY	130.00	0000000000	50	BNK5	COED VARSITY TRACK-4/29/25	H	04/29/2025	05/31/2025	R		\$130.00
							24-25			61875		\$130.00
						NUMBER OF INVOICES: 2						\$260.00
HOCKIJER000	HOCKING, JERRY	140.00	0000000000	50	BNK5	GIRLS VARSITY SOFTBALL-5/6/25	H	05/06/2025	05/31/2025	R		\$140.00
							24-25			61890		\$140.00
HOCKIJER000	HOCKING, JERRY	160.00	0000000000	50	BNK5	VARSITY BASEBALL-5/10/25	H	05/10/2025	05/31/2025	S		\$160.00
							24-25			61891		\$160.00
HOCKIJER000	HOCKING, JERRY	170.00	0000000000	50	BNK5	VARSITY BASEBALL-5/3/25	H	05/03/2025	05/31/2025	R		\$170.00
							24-25			61874		\$170.00
						NUMBER OF INVOICES: 3						\$470.00
IASB	001 IASB	3700.00	0000000000	50	BNK5	EXECUTIVE SEARCH SERVICES-SUPERINTENDENT	H	04/28/2025	05/31/2025	R		\$3,700.00

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	
IASB	001	IASB	3700.00		*****CONTINUED*****												
										24-25			61872			\$3,700.00	
NUMBER OF INVOICES: 1																\$3,700.00	
ILLDQ	001	ILLINOIS DEPT OF REVENUE	20250530ADSTA	0000000000	P1	BNK5	Payroll accrual	H	05/30/2025	05/30/2025	W					\$90.00	
										24-25			202400443			\$90.00	
ILLDQ	001	ILLINOIS DEPT OF REVENUE	20250530ADSTX	0000000000	P1	BNK5	Payroll accrual	H	05/30/2025	05/30/2025	W					\$16,246.86	
										24-25			202400443			\$16,246.86	
ILLDQ	001	ILLINOIS DEPT OF REVENUE	20250613ADSTA	0000000000	P1	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W					\$40.00	
										24-25			202400457			\$40.00	
ILLDQ	001	ILLINOIS DEPT OF REVENUE	20250613ADSTX	0000000000	P1	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W					\$14,009.19	
										24-25			202400457			\$14,009.19	
NUMBER OF INVOICES: 4																\$30,386.05	
ILMLR	001	IL MUNICIPAL RETIREMENT	20250530ADIM	0000000000	IMRF	BNK5	Payroll accrual	H	05/30/2025	05/30/2025	W					\$5,008.95	
										24-25			202400398			\$5,008.95	
ILMLR	001	IL MUNICIPAL RETIREMENT	20250530ADIMV2	0000000000	IMRF	BNK5	Payroll accrual	H	05/30/2025	05/30/2025	W					\$1,307.57	
										24-25			202400398			\$1,307.57	
ILMLR	001	IL MUNICIPAL RETIREMENT	20250530AFRM	0000000000	IMRF	BNK5	Payroll accrual	H	05/30/2025	05/30/2025	W					\$6,673.37	
										24-25			202400398			\$6,673.37	
ILMLR	001	IL MUNICIPAL RETIREMENT	20250613ADIM	0000000000	P9	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W					\$4,299.35	
										24-25			202400458			\$4,299.35	
ILMLR	001	IL MUNICIPAL RETIREMENT	20250613ADIMV2	0000000000	P9	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W					\$1,007.08	
										24-25			202400458			\$1,007.08	

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	
ILMLR	001	IL MUNICIPAL RETIREMENT		20250613AFRM		0000000000	P9	BNK5	Payroll accrual		B	06/13/2025	06/13/2025	W			\$6,001.85	
											24-25				202400458			\$6,001.85
NUMBER OF INVOICES: 6																		\$24,298.17
INTRS	001	INTERNAL REVENUE SERVICE		20250530ADFC		0000000000	P1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$8,574.70	
											24-25				202400445			\$8,574.70
INTRS	001	INTERNAL REVENUE SERVICE		20250530ADFTA		0000000000	P1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$2,768.75	
											24-25				202400445			\$2,768.75
INTRS	001	INTERNAL REVENUE SERVICE		20250530ADFTP		0000000000	P1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$402.20	
											24-25				202400445			\$402.20
INTRS	001	INTERNAL REVENUE SERVICE		20250530ADFTX		0000000000	P1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$24,513.63	
											24-25				202400445			\$24,513.63
INTRS	001	INTERNAL REVENUE SERVICE		20250530ADMED		0000000000	P1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$5,257.49	
											24-25				202400445			\$5,257.49
INTRS	001	INTERNAL REVENUE SERVICE		20250530AFFIC		0000000000	P1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$8,574.70	
											24-25				202400445			\$8,574.70
INTRS	001	INTERNAL REVENUE SERVICE		20250530AFMED		0000000000	P1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$5,257.49	
											24-25				202400445			\$5,257.49
INTRS	001	INTERNAL REVENUE SERVICE		20250613ADFC		0000000000	P1	BNK5	Payroll accrual		B	06/13/2025	06/13/2025	W			\$6,201.74	
											24-25				202400459			\$6,201.74
INTRS	001	INTERNAL REVENUE SERVICE		20250613ADFTA		0000000000	P1	BNK5	Payroll accrual		B	06/13/2025	06/13/2025	W			\$2,773.75	
											24-25				202400459			\$2,773.75
INTRS	001	INTERNAL REVENUE SERVICE		20250613ADFTP		0000000000	P1	BNK5	Payroll accrual		B	06/13/2025	06/13/2025	W			\$274.40	
											24-25				202400459			\$274.40

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			INVOICE AMOUNT	
		REF	CATALOG		DESCRIPTION				LQ	QTY				LINE	AMOUNT
INTRS	001	INTERNAL	REVENUE	SERVICE	20250613ADFTX	0000000000	P1	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W	\$21,524.64	
											24-25		202400459	\$21,524.64	
INTRS	001	INTERNAL	REVENUE	SERVICE	20250613ADMED	0000000000	P1	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W	\$4,464.06	
											24-25		202400459	\$4,464.06	
INTRS	001	INTERNAL	REVENUE	SERVICE	20250613AFFIC	0000000000	P1	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W	\$6,201.74	
											24-25		202400459	\$6,201.74	
INTRS	001	INTERNAL	REVENUE	SERVICE	20250613AFMED	0000000000	P1	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W	\$4,464.06	
											24-25		202400459	\$4,464.06	
NUMBER OF INVOICES: 14														\$101,253.35	
MAUNECAL000	MAUNEY, CALEB	140.00	0000000000	50	BNK5	GIRLS VARSITY	H	05/06/2025	05/31/2025	S				\$140.00	
						SOFTBALL-5/6/25					24-25		61892	\$140.00	
MAUNECAL000	MAUNEY, CALEB	80.00	0000000000	50	BNK5	BOYS JV BASEBALL 5/9/25	H	05/09/2025	05/31/2025	R				\$80.00	
											24-25		61901	\$80.00	
NUMBER OF INVOICES: 2														\$220.00	
NEWBH	001	NEW BERLIN HIGH SCHOOL	20250613ADCS3	0000000000	P1	BNK5	Payroll accrual	B	06/13/2025	06/13/2025	W			\$34.50	
											24-25		202400460	\$34.50	
NUMBER OF INVOICES: 1														\$34.50	
O'BRIJOS000	O'BRIEN, JOSEPH	90.00	0000000000	50	BNK5	VARISTY SOFTBALL	H	04/23/2025	05/31/2025	R				\$90.00	
											24-25		61833	\$90.00	
NUMBER OF INVOICES: 1														\$90.00	
RIEDLDAV000	RIEDLE, DAVID	90.00	0000000000	50	BNK5	VARSITY SOFTBALL-4/24/25	H	04/24/2025	05/31/2025	R				\$90.00	
											24-25		61834	\$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		
NUMBER OF INVOICES: 1																	\$90.00
ROCHS	001	ROCHESTER HIGH SCHOOL			200.00	7002025019	50	BNK5	ROCHESTER VARSITY TRACK INVITE 4/25/25		P	H	04/24/2025	05/31/2025	R		\$200.00
											24-25			61836			\$200.00
	100			LUCAS-ATHLETIC FEES/TOURNEY FEES/IESA DUES/SCHOLASTIC BOWL/CHEERLEADING FEES								1.00					\$200.00
NUMBER OF INVOICES: 1																	\$200.00
STALESTE000	STALEY, STEVEN			41.54	0000000000	50	BNK5	REFUND FOR GAS IN WHITE BUS-		H	05/10/2025	05/31/2025	R				\$41.54
											24-25			61910			\$41.54
NUMBER OF INVOICES: 1																	\$41.54
TEXAS LI000	TEXAS LIFE INSURANCE CO.			20250530ADAF3	0000000000	P9	BNK5	Payroll accrual		B	05/30/2025	05/30/2025	W				\$175.26
											24-25			202400453			\$175.26
TEXAS LI000	TEXAS LIFE INSURANCE CO.			20250613ADAF3	0000000000	P9	BNK5	Payroll accrual		B	06/13/2025	06/13/2025	W				\$175.26
											24-25			202400468			\$175.26
NUMBER OF INVOICES: 2																	\$350.52
THIS	001	THIS			20250530ADT88EE	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$1,857.70
											24-25			202400446			\$1,857.70
THIS	001	THIS			20250530ADT88SB	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$92.56
											24-25			202400446			\$92.56
THIS	001	THIS			20250530ADT88SS	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$85.30
											24-25			202400446			\$85.30
THIS	001	THIS			20250530ADT88TA	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$139.63
											24-25			202400446			\$139.63

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
THIS	001	THIS		20250530	ADT92SU	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$154.93
												24-25			202400446		\$154.93
THIS	001	THIS		20250530	AFT66EE	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$1,383.05
												24-25			202400446		\$1,383.05
THIS	001	THIS		20250530	AFT66SB	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$68.89
												24-25			202400446		\$68.89
THIS	001	THIS		20250530	AFT66SS	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$63.51
												24-25			202400446		\$63.51
THIS	001	THIS		20250530	AFT66TA	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$76.34
												24-25			202400446		\$76.34
THIS	001	THIS		20250530	AFT69SU	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$142.95
												24-25			202400446		\$142.95
THIS	001	THIS		20250530	BDT88SB	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$-49.21
												24-25			202400446		\$-49.21
THIS	001	THIS		20250530	BFT66SB	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W			\$-40.35
												24-25			202400446		\$-40.35
THIS	001	THIS		20250613	ADT88EE	0000000000	T1	BNK5	Payroll accrual		H	06/13/2025	06/13/2025	W			\$1,820.43
												24-25			202400461		\$1,820.43
THIS	001	THIS		20250613	ADT88SB	0000000000	T1	BNK5	Payroll accrual		H	06/13/2025	06/13/2025	W			\$14.04
												24-25			202400461		\$14.04
THIS	001	THIS		20250613	ADT88TA	0000000000	T1	BNK5	Payroll accrual		H	06/13/2025	06/13/2025	W			\$109.96
												24-25			202400461		\$109.96
THIS	001	THIS		20250613	ADT92SU	0000000000	T1	BNK5	Payroll accrual		H	06/13/2025	06/13/2025	W			\$154.93
												24-25			202400461		\$154.93

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
THIS	001	THIS		20250613AFT66EE	0000000000	T1	BNK5	Payroll accrual		H	06/13/2025	06/13/2025	W				\$1,355.35
												24-25			202400461		\$1,355.35
THIS	001	THIS		20250613AFT66SB	0000000000	T1	BNK5	Payroll accrual		H	06/13/2025	06/13/2025	W				\$10.43
												24-25			202400461		\$10.43
THIS	001	THIS		20250613AFT66TA	0000000000	T1	BNK5	Payroll accrual		H	06/13/2025	06/13/2025	W				\$54.25
												24-25			202400461		\$54.25
THIS	001	THIS		20250613AFT69SU	0000000000	T1	BNK5	Payroll accrual		H	06/13/2025	06/13/2025	W				\$142.94
												24-25			202400461		\$142.94
NUMBER OF INVOICES: 20																	
\$7,637.63																	
TRS	001	TRS STATE OF ILLINOIS		20250530ADT94SB	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W				\$925.50
												24-25			202400447		\$925.50
TRS	001	TRS STATE OF ILLINOIS		20250530AFT58EE	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W				\$1,197.31
												24-25			202400447		\$1,197.31
TRS	001	TRS STATE OF ILLINOIS		20250530AFT58SB	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W				\$59.65
												24-25			202400447		\$59.65
TRS	001	TRS STATE OF ILLINOIS		20250530AFT58SS	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W				\$54.98
												24-25			202400447		\$54.98
TRS	001	TRS STATE OF ILLINOIS		20250530AFT58SU	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W				\$123.76
												24-25			202400447		\$123.76
TRS	001	TRS STATE OF ILLINOIS		20250530AFT58TA	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W				\$66.09
												24-25			202400447		\$66.09
TRS	001	TRS STATE OF ILLINOIS		20250530AFT94EE	0000000000	T1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W				\$18,577.79
												24-25			202400447		\$18,577.79

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
TRS	001	TRS STATE OF ILLINOIS		20250530AFT94SS	0000000000	T1	BNK5	Payroll accrual	H		05/30/2025	05/30/2025	W	\$829.88
									24-25			202400447		\$829.88
TRS	001	TRS STATE OF ILLINOIS		20250530AFT94SU	0000000000	T1	BNK5	Payroll accrual	H		05/30/2025	05/30/2025	W	\$1,920.18
									24-25			202400447		\$1,920.18
TRS	001	TRS STATE OF ILLINOIS		20250530AFT94TA	0000000000	T1	BNK5	Payroll accrual	H		05/30/2025	05/30/2025	W	\$1,025.47
									24-25			202400447		\$1,025.47
TRS	001	TRS STATE OF ILLINOIS		20250530AFTFED	0000000000	T1	BNK5	Payroll accrual	H		05/30/2025	05/30/2025	W	\$199.36
									24-25			202400447		\$199.36
TRS	001	TRS STATE OF ILLINOIS		20250530BDT94SB	0000000000	T1	BNK5	Payroll accrual	H		05/30/2025	05/30/2025	W	\$-492.03
									24-25			202400447		\$-492.03
TRS	001	TRS STATE OF ILLINOIS		20250530BFT58SB	0000000000	T1	BNK5	Payroll accrual	H		05/30/2025	05/30/2025	W	\$-31.71
									24-25			202400447		\$-31.71
TRS	001	TRS STATE OF ILLINOIS		20250613ADT94SB	0000000000	T1	BNK5	Payroll accrual	H		06/13/2025	06/13/2025	W	\$140.40
									24-25			202400462		\$140.40
TRS	001	TRS STATE OF ILLINOIS		20250613AFT58EE	0000000000	T1	BNK5	Payroll accrual	H		06/13/2025	06/13/2025	W	\$1,173.32
									24-25			202400462		\$1,173.32
TRS	001	TRS STATE OF ILLINOIS		20250613AFT58SB	0000000000	T1	BNK5	Payroll accrual	H		06/13/2025	06/13/2025	W	\$9.07
									24-25			202400462		\$9.07
TRS	001	TRS STATE OF ILLINOIS		20250613AFT58SU	0000000000	T1	BNK5	Payroll accrual	H		06/13/2025	06/13/2025	W	\$123.76
									24-25			202400462		\$123.76
TRS	001	TRS STATE OF ILLINOIS		20250613AFT58TA	0000000000	T1	BNK5	Payroll accrual	H		06/13/2025	06/13/2025	W	\$46.96
									24-25			202400462		\$46.96
TRS	001	TRS STATE OF ILLINOIS		20250613AFT94EE	0000000000	T1	BNK5	Payroll accrual	H		06/13/2025	06/13/2025	W	\$18,204.90
									24-25			202400462		\$18,204.90

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
TRS	001	TRS	STATE OF ILLINOIS	20250613AFT94SU	0000000000	T1	BNK5	Payroll accrual		H	06/13/2025	06/13/2025	W				\$1,920.18
										24-25				202400462			\$1,920.18
TRS	001	TRS	STATE OF ILLINOIS	20250613AFT94TA	0000000000	T1	BNK5	Payroll accrual		H	06/13/2025	06/13/2025	W				\$728.77
										24-25				202400462			\$728.77
TRS	001	TRS	STATE OF ILLINOIS	20250613AFTFED	0000000000	T1	BNK5	Payroll accrual		H	06/13/2025	06/13/2025	W				\$661.87
										24-25				202400462			\$661.87
NUMBER OF INVOICES: 22																	\$47,465.46
TRSSP	000	TRS	STATE OF ILLINOIS	20250530ADSSP%	0000000000	P1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W				\$268.66
										24-25				202400448			\$268.66
TRSSP	000	TRS	STATE OF ILLINOIS	20250530ADSSPA	0000000000	P1	BNK5	Payroll accrual		H	05/30/2025	05/30/2025	W				\$650.00
										24-25				202400448			\$650.00
TRSSP	000	TRS	STATE OF ILLINOIS	20250613ADSSP%	0000000000	P1	BNK5	Payroll accrual		B	06/13/2025	06/13/2025	W				\$271.33
										24-25				202400463			\$271.33
TRSSP	000	TRS	STATE OF ILLINOIS	20250613ADSSPA	0000000000	P1	BNK5	Payroll accrual		B	06/13/2025	06/13/2025	W				\$650.00
										24-25				202400463			\$650.00
NUMBER OF INVOICES: 4																	\$1,839.99
VILAYTR0000		VILAYHONG, TROY		170.00	0000000000	50	BNK5	VARSITY BASEBALL-4/26/25		H	04/26/2025	05/31/2025	R				\$170.00
										24-25				61835			\$170.00
NUMBER OF INVOICES: 1																	\$170.00
WILEYMIC000		WILEY, MICHAEL		90.00	0000000000	50	BNK5	VARISTY BASEBALL 5/8/25		H	05/08/2025	05/31/2025	S				\$90.00
										24-25				61893			\$90.00
NUMBER OF INVOICES: 1																	\$90.00
WILLAJH 000		WILLIAMSVILLE JUNIOR HIGH		200.00	7002025019	50	BNK5	ENTRY FEE JH TRACK BEE BEE	P	H	04/24/2025	05/31/2025	R				\$200.00

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
WILLAJH 000	WILLIAMSVILLE JUNIOR HIGH	200.00		*****CONTINUED*****								
						INVITE 4/25/25						
							24-25			61837		\$200.00
100		LUCAS-ATHLETIC FEES/TOURNEY FEES/IESA							1.00			\$200.00
		DUES/SCHOLASTIC BOWL/CHEERLEADING FEES										
NUMBER OF INVOICES: 1												\$200.00
TOTAL NUMBER OF BATCH INVOICES: 46												\$85,709.49
TOTAL NUMBER OF HISTORY INVOICES: 97												\$161,357.02
1 ACH CHECK INVOICES												\$130.00
35 COMPUTER CHECK INVOICES												\$14,398.15
1 VOID CHECK INVOICES												\$-10,294.71
106 WIRE TRAN CHECK INVOICES												\$242,833.07
TOTAL INVOICES: 143												\$247,066.51
BANK TOTALS: BANK BANK ACCOUNT # INVOICE AMOUNT NET AMOUNT												
BNK5 **A000 1010 0000 00 000000 \$247,066.51 \$247,066.51												

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 *****

Description: SBAA Entity 103 Account Activity Report - MONTHLY BOARD REPORT

Account: 95L103 8101 0000 00 000000

NBE GENERAL FND///NONCATE

/NBE GENERAL FUND

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		12,564.33CR	
05/08/2025	Receipt	725	VARIOUS PAYORS	BIRCH, REYNOLDS FIELD TRIP ZOO	169.50CR	12,733.83CR	L 8101 0000 00 000000
05/08/2025	Receipt	725	VARIOUS PAYORS	BIRCH, REYNOLDS FIELD TRIP ZOO-HARRIS	3.50CR	12,737.33CR	L 8101 0000 00 000000
05/08/2025	Receipt	725	VARIOUS PAYORS	BIRCH, REYNOLDS FIELD TRIP ZOO-GOFF	3.50CR	12,740.83CR	L 8101 0000 00 000000
05/08/2025	Receipt	725	VARIOUS PAYORS	BIRCH, REYNOLDS FIELD TRIP ZOO-STOLLER	3.50CR	12,744.33CR	L 8101 0000 00 000000
05/16/2025	Check	200556	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-SCHEELS-DONATION	34.98	12,709.35CR	L 8101 0000 00 000000
05/22/2025	Receipt	727	VARIOUS PAYORS	KANLLAKAN FIELD TRIP	59.50CR	12,768.85CR	L 8101 0000 00 000000
				Ending balance		12,768.85CR	

Account: 95L103 8102 0000 00 000000

NBE CONSUMBABLE///NONCATE

/NBE CONSUMABLES

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		120.62CR	
				Ending balance		120.62CR	

Account: 95L103 8103 0000 00 000000

NBE SHOE DONAT///NONCATE

/NBE SHOE DONATION

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		11.80	
				Ending balance		11.80	

Account: 95L103 8104 0000 00 000000

NBE MKT DAY K-5///NONCATE

/NBE MARKET DAY K-5

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L103 8105 0000 00 000000

NBE OFFICE///NONCATE

/NBE OFFICE

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		747.51CR	
				Ending balance		747.51CR	

Account: 95L103 8106 0000 00 000000

NBE MKT DAY LIB///NONCATE

/NBE MARKET DAY LIBRARY

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L103 8107 0000 00 000000

NBE YEARBOOK///NONCATE

/NBE YEARBOOK

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		1,343.22CR	
				Ending balance		1,343.22CR	

Account: 95L103 8108 0000 00 000000 NBE SANG AUDITO///NONCATE /NBE SANGAMON AUDITORIUM

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		6.00CR	
				Ending balance		6.00CR	

Account: 95L103 8109 0000 00 000000 NBE PEPSI///NONCATE /NBE PEPSI

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		766.87CR	
				Ending balance		766.87CR	

Account: 95L103 8110 0000 00 000000 NBE FUND & GRNT///NONCATE /NBE FALL FUNDRAISER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		10,356.38CR	
05/22/2025	Receipt		728 VARIOUS PAYORS	CASEY'S REWARD DONATION	140.40CR	10,496.78CR	L 8110 0000 00 000000
				Ending balance		10,496.78CR	

Account: 95L103 8111 0000 00 000000 NBE LOST LIB BK///NONCATE /NBE GENERAL LIBRARY

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		182.51	
05/21/2025	Receipt		726 VARIOUS PAYORS	BOOKS FOR CHATHAM	176.00CR	6.51	L 8111 0000 00 000000
05/27/2025	Receipt		729 VARIOUS PAYORS	STAFF DONATIONS	8.00CR	1.49CR	L 8111 0000 00 000000
05/28/2025	Check	200557	GLENWOOD HIGH SCHOOL	DONATION TO	65.00	63.51	L 8111 0000 00 000000
05/28/2025	Check	200558	CHATHAM ELEMENTARY	DONATION	65.00	128.51	L 8111 0000 00 000000
05/30/2025	Check	200559	GLENWOOD ELEMENTARY	DONATION FOR CHATHAM STUDENTS	65.00	193.51	L 8111 0000 00 000000
05/30/2025	Receipt		730 VARIOUS PAYORS	DONATION FOR CHATHAM-LARSON	65.00CR	128.51	L 8111 0000 00 000000
				Ending balance		128.51	

Account: 95L103 8112 0000 00 000000 NBE AUTHOR VIST///NONCATE /NBE AUTHOR VISIT FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		738.07CR	
				Ending balance		738.07CR	

Account: 95L103 8113 0000 00 000000 NBE PBIS REW/BT///NONCATE /NBE PBIS REWARDS / BOX TOPS

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,825.26CR	
05/06/2025	Receipt		722 VARIOUS PAYORS	BOX TOPS	8.10CR	2,833.36CR	L 8113 0000 00 000000
05/06/2025	Receipt		722 VARIOUS PAYORS	BOX TOPS	3.80CR	2,837.16CR	L 8113 0000 00 000000
05/16/2025	Check	200556	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-FIVE BELOW	530.13	2,307.03CR	L 8113 0000 00 000000
05/16/2025	Check	200556	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-AMAZON	49.85	2,257.18CR	L 8113 0000 00 000000
				Ending balance		2,257.18CR	

Account: 95L103 8114 0000 00 000000 NBE TEACH GRANT///NONCATE /NBE TEACHERS GRANT

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		150.00CR	
				Ending balance		150.00CR	

Account: 95L103 8115 0000 00 000000 NBE BEHAV SUPPS///NONCATE /NBE STAFF BEHAVOIR SUPPLIES

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		538.00	
				Ending balance		538.00	

Account: 95L103 8116 0000 00 000000 NBE NURSE'S DON///NONCATE /NBE NURSE'S DONATION

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		34.33CR	
				Ending balance		34.33CR	

Account: 95L103 8117 0000 00 000000 NBE SCHOOL INT///NONCATE /NBE WHOLD SCHOOL INT

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		1,437.04CR	
				Ending balance		1,437.04CR	

Account: 95L103 8118 0000 00 000000 NBE TECH FUNDRA///NONCATE /NBE TECH FUNDRAISER

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L103 8119 0000 00 000000 NBE MENTORING///NONCATE /NBE MENTORING

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		336.41CR	
				Ending balance		336.41CR	

Account: 95L103 8120 0000 00 000000 NBE ART FUND///NONCATE /NBE ART FUND

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		175.00CR	
				Ending balance		175.00CR	

Account: 95L103 8121 0000 00 000000 NBE ART DON///NONCATE /NBE ART DONATION

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		1,740.92CR	
05/12/2025	Check	200554	BLICK ART MATERIALS	SUPPLIES FOR ART ROOM	153.64	1,587.28CR	L 8121 0000 00 000000
05/12/2025	Check	200555	BLICK ART MATERIALS	COAT GLAZE, GEL PRESS PLATE	934.10	653.18CR	L 8121 0000 00 000000
				Ending balance		653.18CR	

Account: 95L103 8122 0000 00 000000 DO SOCIAL FUND///NONCATE /NBE D.O. SOCIAL FUND

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		40.00CR	
				Ending balance		40.00CR	

Account: 95L103 8123 0000 00 000000 NBE K-GRAD///NONCATE /K-GRADUATION

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		1,555.20CR	
05/05/2025	Check	200553	NEW BERLIN CUSD #16	KIND GRAD SHIRTS-PAY BACK ACH	716.00	839.20CR	L 8123 0000 00 000000
05/06/2025	Receipt	723	VARIOUS PAYORS	T-SHIRT SPONSOR-SEAN COOMBE	100.00CR	939.20CR	L 8123 0000 00 000000
				Ending balance		939.20CR	

Account: 95L103 8124 0000 00 000000 NBE SOC WORK///NONCATE /SOCIAL WORK/STUDENT SUPPORT

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		73.62CR	
				Ending balance		73.62CR	

Account: 95L103 8125 0000 00 000000 NBE LIB BDAY///NONCATE /NBE LIBRARY BIRTHDAY BOOK CLUB

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		201.61CR	
05/05/2025	Receipt	721	VARIOUS PAYORS	CHEESE PIZZA-PRIOR	3.00CR	204.61CR	L 8125 0000 00 000000
05/05/2025	Receipt	721	VARIOUS PAYORS	CHEESE PIZZA-AL SOMMA	3.00CR	207.61CR	L 8125 0000 00 000000
05/05/2025	Receipt	721	VARIOUS PAYORS	CHEESE PIZZA-MAURER	3.00CR	210.61CR	L 8125 0000 00 000000
05/05/2025	Receipt	721	VARIOUS PAYORS	CHEESE PIZZA-BEARD	3.00CR	213.61CR	L 8125 0000 00 000000
05/05/2025	Receipt	721	VARIOUS PAYORS	CHEESE PIZZA-WOOD	3.00CR	216.61CR	L 8125 0000 00 000000
05/06/2025	Receipt	724	VARIOUS PAYORS	YASIN, SCOTT, OLIVER, OLIVER, TALBOT, MOORE, VOGLER	21.00CR	237.61CR	L 8125 0000 00 000000
				Ending balance		237.61CR	

Account: 95L103 8126 0000 00 000000 NBE LIB FINES///NONCATE /NBE LIBRARY FINES

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		136.40CR	
				Ending balance		136.40CR	

Account: 95L103 8127 0000 00 000000 NBE STUD CNCL///NONCATE /NBE STUDENT COUNCIL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		238.25CR	
				Ending balance		238.25CR	

/ELEM THEATER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
05/30/2025	Receipt	731	NEW BERLIN CUSD #16	SUMMER CAMP FROM ATH FUND TO REIMB ELEM	870.00CR	870.00CR	L 8128 0000 00 000000
				THEATER			
				Ending balance		870.00CR	

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

Description: SBAA Entity 103 Acct. Receipt/Disbursement Summary Rpt - BOARD REPORT - MONTHLY

Account	Description	Jul. 1, 2024	Posted SBAA	Posted SBAA	May 31, 2025
		Beginning Balance	Receipts	Disbursements	Ending Balance
95L103 8101 0000 00 000000	NBE GENERAL FND/NONCATE/NBE GENERAL FUND	-8,820.11	-9,314.92	5,366.18	-12,768.85
95L103 8102 0000 00 000000	NBE CONSUMBABLE/NONCATE/NBE CONSUMABLES	-120.62	0.00	0.00	-120.62
95L103 8103 0000 00 000000	NBE SHOE DONAT/NONCATE/NBE SHOE DONATION	46.80	-35.00	0.00	11.80
95L103 8104 0000 00 000000	NBE MKT DAY K-5/NONCATE/NBE MARKET DAY K-5	0.00	0.00	0.00	0.00
95L103 8105 0000 00 000000	NBE OFFICE/NONCATE/NBE OFFICE	-747.51	0.00	0.00	-747.51
95L103 8106 0000 00 000000	NBE MKT DAY LIB/NONCATE/NBE MARKET DAY LIBRARY	0.00	0.00	0.00	0.00
95L103 8107 0000 00 000000	NBE YEARKBOOK/NONCATE/NBE YEARBOOK	-1,250.22	-1,028.84	935.84	-1,343.22
95L103 8108 0000 00 000000	NBE SANG AUDITO/NONCATE/NBE SANGAMON AUDITORIUM	-6.00	0.00	0.00	-6.00
95L103 8109 0000 00 000000	NBE PEPSI/NONCATE/NBE PEPSI	-583.36	-183.51	0.00	-766.87
95L103 8110 0000 00 000000	NBE FUND & GRNT/NONCATE/NBE FALL FUNDRAISER	-10,356.38	-140.40	0.00	-10,496.78
95L103 8111 0000 00 000000	NBE LOST LIB BK/NONCATE/NBE GENERAL LIBRARY	183.93	-324.00	268.58	128.51
95L103 8112 0000 00 000000	NBE AUTHOR VIST/NONCATE/NBE AUTHOR VISIT FUND	-738.07	0.00	0.00	-738.07
95L103 8113 0000 00 000000	NBE PBIS REW/BT/NONCATE/NBE PBIS REWARDS / BOX TO	-3,547.36	-2,417.05	3,707.23	-2,257.18
95L103 8114 0000 00 000000	NBE TEACH GRANT/NONCATE/NBE TEACHERS GRANT	-150.00	0.00	0.00	-150.00
95L103 8115 0000 00 000000	NBE BEHAV SUPPS/NONCATE/NBE STAFF BEHAVOIR SUPPLI	538.00	0.00	0.00	538.00
95L103 8116 0000 00 000000	NBE NURSE'S DON/NONCATE/NBE NURSE'S DONATION	-34.33	0.00	0.00	-34.33
95L103 8117 0000 00 000000	NBE SCHOOL INT/NONCATE/NBE WHOLD SCHOOL INT	-1,437.04	0.00	0.00	-1,437.04
95L103 8119 0000 00 000000	NBE MENTORING/NONCATE/NBE MENTORING	-336.41	0.00	0.00	-336.41
95L103 8120 0000 00 000000	NBE ART FUND/NONCATE/NBE ART FUND	-175.00	0.00	0.00	-175.00
95L103 8121 0000 00 000000	NBE ART DON/NONCATE/NBE ART DONATION	-4,046.66	0.00	3,393.48	-653.18
95L103 8122 0000 00 000000	DO SOCIAL FUND/NONCATE/NBE D.O. SOCIAL FUND	-40.00	0.00	0.00	-40.00
95L103 8123 0000 00 000000	NBE K-GRAD/NONCATE/K-GRADUATION	-1,205.29	-1,290.00	1,556.09	-939.20
95L103 8124 0000 00 000000	NBE SOC WORK/NONCATE/SOCIAL WORK/STUDENT SUPPORT	-91.11	0.00	17.49	-73.62
95L103 8125 0000 00 000000	NBE LIB BDAY/NONCATE/NBE LIBRARY BIRTHDAY BOOK CL	-225.00	-186.00	173.39	-237.61
95L103 8126 0000 00 000000	NBE LIB FINES/NONCATE/NBE LIBRARY FINES	-107.40	-29.00	0.00	-136.40
95L103 8127 0000 00 000000	NBE STUD CNCL/NONCATE/NBE STUDENT COUNCIL	0.00	-238.25	0.00	-238.25
95L103 8128 0000 00 000000	NONCATE/ELEM THEATER	0.00	-870.00	0.00	-870.00
Total Liability Accounts:		-33,249.14	-16,056.97	15,418.28	-33,887.83
Total Liability Accounts:		-33,249.14	-16,056.97	15,418.28	-33,887.83
Grand Total:		-33,249.14	-16,056.97	15,418.28	-33,887.83

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

Description: SBAA Entity 400 Acct. Receipt/Disbursement Summary Rpt - MONTHLY BOARD REPORT

Account	Description	Jul. 1, 2024	Posted SBAA	Posted SBAA	May 31, 2025
		Beginning Balance	Receipts	Disbursements	Ending Balance
95L400 9101 0000 00 000000	JH GENERAL FUND/NONCATE/JH FUND	-614.05	-2,258.65	797.82	-2,074.88
95L400 9102 0000 00 000000	JH CHEER/NONCATE/JH CHEERLEADING	-4,653.74	-6,585.41	7,656.22	-3,582.93
95L400 9103 0000 00 000000	JH STUD COUNCIL/NONCATE/JH STUDENT COUNCIL	-9,527.15	-19,470.06	17,608.85	-11,388.36
95L400 9104 0000 00 000000	JH BOYS BASK/NONCATE/JH BOYS BASKETBALL	-2,595.67	-4,551.53	5,044.45	-2,102.75
95L400 9105 0000 00 000000	JH GIRLS BASKET/NONCATE/JH GIRLS BASKETBALL	-3,488.56	-3,855.00	4,106.47	-3,237.09
95L400 9106 0000 00 000000	JH VOLLEYBALL/NONCATE/JH VOLLEYBALL	-8,542.65	-8,265.50	5,522.85	-11,285.30
95L400 9108 0000 00 000000	JH YEARBOOK/NONCATE/JH YEARBOOK	-4,441.59	-331.92	596.90	-4,176.61
95L400 9110 0000 00 000000	JH SOFTBALL/NONCATE/JH SOFTBALL	-3,886.69	-10,199.00	12,678.90	-1,406.79
95L400 9114 0000 00 000000	JH TRACK/NONCATE/JH TRACK	-5,286.37	-815.00	2,190.92	-3,910.45
95L400 9115 0000 00 000000	JH BOX TOPS/NONCATE/JH BOX TOPS	0.00	0.00	0.00	0.00
95L400 9116 0000 00 000000	JH BOYS BASE/NONCATE/JH BOYS BASEBALL	-3,102.41	-8,132.26	7,750.64	-3,484.03
95L400 9119 0000 00 000000	6TH GRADE FUNDR/NONCATE/6TH GRADE FUNDRAISING	0.00	-1,677.00	373.60	-1,303.40
95L400 9120 0000 00 000000	6TH BOYS BASKET/NONCATE/6TH BOYS BASKETBALL	-1,146.07	0.00	936.22	-209.85
95L400 9121 0000 00 000000	JH SCHOL BOWL/NONCATE/JH SCHOLASTIC BOWL	-146.19	-1,580.00	1,625.00	-101.19
95L400 9122 0000 00 000000	JH SCIENCE CLUB/NONCATE/JH SCIENCE CLUB	0.00	0.00	0.00	0.00
95L400 9123 0000 00 000000	JH PE/NONCATE/JH PE	-567.20	-180.00	0.00	-747.20
95L400 9124 0000 00 000000	JH FLOWER FUND/NONCATE/JH FLOWER FUND	33.33	0.00	0.00	33.33
95L400 9125 0000 00 000000	JH PBIS FUND/NONCATE/JH PBIS FUND	-1,873.81	-1,000.00	1,257.26	-1,616.55
95L400 9201 0000 00 000000	HS YEARBOOK/NONCATE/HS YEARBOOK	-814.66	-3,888.41	6,026.35	1,323.28
95L400 9202 0000 00 000000	HS ART FUND/NONCATE/HS ART FUND	-981.99	-1,755.76	345.09	-2,392.66
95L400 9203 0000 00 000000	HS BAND/NONCATE/HS BAND	-578.07	-2,400.50	1,783.45	-1,195.12
95L400 9204 0000 00 000000	HS BRICK FUND/NONCATE/HS BRICK FUND	0.00	0.00	0.00	0.00
95L400 9205 0000 00 000000	HS FLOWER/NONCATE/HS FLOWER	0.00	0.00	0.00	0.00
95L400 9206 0000 00 000000	HS CLASS 2001/NONCATE/HS CLASS OF 2001	0.00	0.00	0.00	0.00
95L400 9207 0000 00 000000	HS PEP CLUB/NONCATE/HS PEP CLUB	0.00	0.00	0.00	0.00
95L400 9208 0000 00 000000	HS SPANISH/NONCATE/HS SPANISH CLUB	-903.35	-1,003.00	1,246.69	-659.66
95L400 9210 0000 00 000000	HS CLASS 1999/NONCATE/HS CLASS OF 1999	0.00	0.00	0.00	0.00
95L400 9211 0000 00 000000	HS CLASS 2000/NONCATE/HS CLASS OF 2000	0.00	0.00	0.00	0.00
95L400 9212 0000 00 000000	HS CLASS 2002/NONCATE/HS CLASS OF 2002	0.00	0.00	0.00	0.00
95L400 9213 0000 00 000000	HS CLASS 2003/NONCATE/HS CLASS OF 2003	0.00	0.00	0.00	0.00
95L400 9214 0000 00 000000	HS JOINT CONC/NONCATE/HS JOINT CONCESSION	0.00	0.00	0.00	0.00
95L400 9215 0000 00 000000	HS DRAMA CLUB/NONCATE/HS DRAMA CLUB	0.00	0.00	0.00	0.00
95L400 9216 0000 00 000000	HS FFA/NONCATE/HS FFA	-554.17	-31,780.76	30,265.61	-2,069.32
95L400 9217 0000 00 000000	HS HOMECOMING/NONCATE/HS HOMECOMING	-5,306.56	-1,913.05	1,807.72	-5,411.89
95L400 9218 0000 00 000000	HS FCCLA/NONCATE/HS FCCLA	-2,491.64	-6,049.48	5,649.93	-2,891.19
95L400 9219 0000 00 000000	HS CHARACT SCH/NONCATE/HS CHARACTER SCHOLARSHIP	0.00	-1,200.00	1,200.00	0.00
95L400 9220 0000 00 000000	HS PE/NONCATE/HS PE	0.00	0.00	0.00	0.00
95L400 9223 0000 00 000000	HS BASEBALL/NONCATE/HS BASEBALL	-2,776.61	-2,210.00	2,313.36	-2,673.25

Account	Description	Jul. 1, 2024	Posted SBAA	Posted SBAA	May 31, 2025
		Beginning Balance	Receipts	Disbursements	Ending Balance
95L400 9224 0000 00 000000	HS STUDENT COUN/NONCATE/HS STUDENT COUNCIL	-1,436.06	-21.63	288.30	-1,169.39
95L400 9226 0000 00 000000	HS BOYS BASKETB/NONCATE/HS BOYS BASKETBALL	-42,149.39	-28,628.50	30,170.72	-40,607.17
95L400 9227 0000 00 000000	HS FB CHEERLEAD/NONCATE/HS FOOTBALL CHEERLEADING	0.00	0.00	0.00	0.00
95L400 9228 0000 00 000000	HS BB CHEERLEAD/NONCATE/HS BASKETBALL CHEERLEADIN	-195.37	-31,013.00	24,837.91	-6,370.46
95L400 9229 0000 00 000000	HS FOOTBALL/NONCATE/HS FOOTBALL	-20,636.49	-28,204.80	23,880.10	-24,961.19
95L400 9230 0000 00 000000	HS BOYS TRACK/NONCATE/HS BOYS TRACK	0.00	0.00	0.00	0.00
95L400 9231 0000 00 000000	HS VOLLEYBALL/NONCATE/HS VOLLEYBALL	-17,623.79	-10,148.88	9,151.80	-18,620.87
95L400 9232 0000 00 000000	HS GENERAL FUND/NONCATE/HS GENERAL FUND	-26,322.68	-3,059.33	3,687.89	-25,694.12
95L400 9233 0000 00 000000	HS GIRLS SOFTBA/NONCATE/HS SOFTBALL	-7,114.44	-450.00	1,799.28	-5,765.16
95L400 9236 0000 00 000000	HS SADD/NONCATE/HS SADD	-2,060.21	-4,166.52	4,596.43	-1,630.30
95L400 9239 0000 00 000000	HS ROESCH TRUST/NONCATE/HS ROESCH TRUST	0.00	0.00	0.00	0.00
95L400 9241 0000 00 000000	HS TRACK/NONCATE/HS CO-ED TRACK	-3,677.52	-1,630.00	1,749.97	-3,557.55
95L400 9242 0000 00 000000	HS CHOIR/NONCATE/HS CHOIR	-124.48	-2,969.00	2,605.92	-487.56
95L400 9246 0000 00 000000	HS KEY CLUB/NONCATE/HS KEY CLUB	-898.74	-300.00	391.00	-807.74
95L400 9249 0000 00 000000	HS SCHOL BOWL/NONCATE/HS SCHOLASTIC BOWL	-855.86	-1,805.35	130.00	-2,531.21
95L400 9250 0000 00 000000	HS CLASS 2005/NONCATE/HS CLASS OF 2005	0.00	0.00	0.00	0.00
95L400 9251 0000 00 000000	HS TECH PREP/NONCATE/HS TECHNICAL PREP	0.00	0.00	0.00	0.00
95L400 9252 0000 00 000000	HS CLASS 2006/NONCATE/HS CLASS OF 2006	0.00	0.00	0.00	0.00
95L400 9255 0000 00 000000	HS DISCRETION/NONCATE/HS DISCRETIONARY	0.00	0.00	0.00	0.00
95L400 9258 0000 00 000000	HS SPORTS COMP/NONCATE/HS SPORTS COMPLEX	0.00	0.00	0.00	0.00
95L400 9260 0000 00 000000	HS CLASS 2009/NONCATE/HS CLASS OF 2009	0.00	0.00	0.00	0.00
95L400 9262 0000 00 000000	HS CLASS 2010/NONCATE/HS CLASS OF 2010	0.00	0.00	0.00	0.00
95L400 9263 0000 00 000000	HS LIBRARY FUND/NONCATE/HS LIBRARY FUND	-1,646.53	-2,495.00	1,787.99	-2,353.54
95L400 9264 0000 00 000000	HS PRETZL PRIDE/NONCATE/HS PRETZEL PRIDE	0.00	0.00	0.00	0.00
95L400 9265 0000 00 000000	HS CLASS 2011/NONCATE/HS CLASS OF 2011	0.00	0.00	0.00	0.00
95L400 9266 0000 00 000000	HS CLASS 2012/NONCATE/HS CLASS OF 2012	0.00	0.00	0.00	0.00
95L400 9267 0000 00 000000	HS CLASS 2013/NONCATE/HS CLASS OF 2013	0.00	0.00	0.00	0.00
95L400 9268 0000 00 000000	HS FLAGS/NONCATE/HS FLAGS	-748.80	0.00	0.00	-748.80
95L400 9269 0000 00 000000	HS CLASS 2014/NONCATE/HS CLASS OF 2014	0.00	0.00	0.00	0.00
95L400 9270 0000 00 000000	HS SAMSUNG GRNT/NONCATE/HS SAMSUNG GRANT	0.00	0.00	0.00	0.00
95L400 9271 0000 00 000000	POST SEASON ATH/NONCATE/POST SEASON ATHLETIC FUND	0.00	-7,222.00	7,222.00	0.00
95L400 9272 0000 00 000000	PRETZEL FESTIVA/NONCATE/PRETZEL FESTIVAL	-2,722.22	0.00	0.00	-2,722.22
95L400 9273 0000 00 000000	HS CLASS 2015/NONCATE/HS CLASS OF 2015	0.00	0.00	0.00	0.00
95L400 9274 0000 00 000000	ATH GENERAL FND/NONCATE/ATHLETICS GENERAL FUND	-22,819.96	-26,766.18	23,361.82	-26,224.32
95L400 9278 0000 00 000000	ACT PREP ACCT/NONCATE/ACT PREP ACCOUNT	0.00	0.00	0.00	0.00
95L400 9279 0000 00 000000	HS CLASS 2016/NONCATE/HS CLASS OF 2016	0.00	0.00	0.00	0.00
95L400 9280 0000 00 000000	HS CLASS 2017/NONCATE/HS CLASS OF 2017	0.00	0.00	0.00	0.00
95L400 9281 0000 00 000000	SANGAMON CONF./NONCATE/SANGAMON CONFERENCE ACCOUN	0.00	0.00	0.00	0.00
95L400 9282 0000 00 000000	GREENHOUSE ACCT/NONCATE/GREENHOUSE ACCOUNT	-5,493.84	-2,342.77	3,002.64	-4,833.97

Account	Description	Jul. 1, 2024 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	May 31, 2025 Ending Balance
95L400 9283 0000 00 000000	HS CLASS 2018/NONCATE/HS CLASS OF 2018	0.00	0.00	0.00	0.00
95L400 9284 0000 00 000000	CREWS SCHOLARSH/NONCATE/DAMIEN CREWS SCHOLARSHIP	-2,176.72	0.00	1,000.00	-1,176.72
95L400 9285 0000 00 000000	ROYALTIES/NONCATE/ROYALTIES	0.00	0.00	0.00	0.00
95L400 9286 0000 00 000000	HS CLASS 2019/NONCATE/HS CLASS OF 2019	0.00	0.00	0.00	0.00
95L400 9287 0000 00 000000	HS WRESTLING/NONCATE/HS WRESTLING	-2,417.04	0.00	0.00	-2,417.04
95L400 9288 0000 00 000000	HS CLASS 2020/NONCATE/CLASS OF 2020	0.00	0.00	0.00	0.00
95L400 9289 0000 00 000000	HS CLASS 2021/NONCATE/HS CLASS OF 2021	0.00	0.00	0.00	0.00
95L400 9290 0000 00 000000	THORNTON AG SCH/NONCATE/THORNTON AG SCHOLARSHIP A	0.00	0.00	0.00	0.00
95L400 9291 0000 00 000000	HS CLASS 2022/NONCATE/HS CLASS OF 2022	0.00	0.00	0.00	0.00
95L400 9292 0000 00 000000	HS CLASS 2023/NONCATE/HS CLASS OF 2023	0.00	0.00	0.00	0.00
95L400 9293 0000 00 000000	HS CLASS 2024/NONCATE/HS CLASS OF 2024	0.00	0.00	0.00	0.00
95L400 9294 0000 00 000000	CLASS OF 2025/NONCATE/HS CLASS OF 2025	-7,425.01	-2,901.75	6,598.83	-3,727.93
95L400 9295 0000 00 000000	MASCOT FUND/NONCATE/HS-MASCOT FUNDRAISER	0.00	0.00	0.00	0.00
95L400 9296 0000 00 000000	HS CLASS 2026/NONCATE/HS CLASS OF 2026	-5,134.75	-2,006.00	1,791.90	-5,348.85
95L400 9297 0000 00 000000	HS CLASS 2027/NONCATE/HS CLASS OF 2027	-2,991.01	-1,381.00	1,195.60	-3,176.41
95L400 9298 0000 00 000000	HS CLASS 2028/NONCATE/HS CLASS OF 2028	0.00	-2,506.00	668.60	-1,837.40
95L400 9299 0000 00 000000	MAINT RECYCLE/NONCATE/MAINT RECYCLE FUND	0.00	-1,297.40	0.00	-1,297.40
Total Liability Accounts:		-240,916.78	-282,417.40	268,703.00	-254,631.18
Total Liability Accounts:		-240,916.78	-282,417.40	268,703.00	-254,631.18
Grand Total:		-240,916.78	-282,417.40	268,703.00	-254,631.18

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

Description: SBAA Entity 400 Account Activity Report - MONTHLY BOARD REPORT

Account: 95L400 9101 0000 00 000000

JH GENERAL FUND///NONCATE

/JH FUND

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		2,074.88CR	
				Ending balance		2,074.88CR	

Account: 95L400 9102 0000 00 000000

JH CHEER///NONCATE

/JH CHEERLEADING

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		4,182.93CR	
05/16/2025	Check	305731	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-CHAMPION CHEER	600.00	3,582.93CR	L 9102 0000 00 000000
				Ending balance		3,582.93CR	

Account: 95L400 9103 0000 00 000000

JH STUD COUNCIL///NONCATE

/JH STUDENT COUNCIL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		12,088.06CR	
05/16/2025	Check	305733	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-AMF STRIKE N SPARE	1,146.22	10,941.84CR	L 9103 0000 00 000000
05/16/2025	Check	305733	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-SAMS	345.48	10,596.36CR	L 9103 0000 00 000000
05/29/2025	Receipt	2150	VARIOUS PAYORS	CONCESSION	792.00CR	11,388.36CR	L 9103 0000 00 000000
				Ending balance		11,388.36CR	

Account: 95L400 9104 0000 00 000000

JH BOYS BASK///NONCATE

/JH BOYS BASKETBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		2,102.75CR	
				Ending balance		2,102.75CR	

Account: 95L400 9105 0000 00 000000

JH GIRLS BASKET///NONCATE

/JH GIRLS BASKETBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		3,237.09CR	
				Ending balance		3,237.09CR	

Account: 95L400 9106 0000 00 000000

JH VOLLEYBALL///NONCATE

/JH VOLLEYBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		10,805.30CR	
05/13/2025	Receipt	2136	VARIOUS PAYORS	DONATION-LAWLESS	480.00CR	11,285.30CR	L 9106 0000 00 000000
				Ending balance		11,285.30CR	

Account: 95L400 9108 0000 00 000000

JH YEARBOOK///NONCATE

/JH YEARBOOK

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		4,176.61CR	
				Ending balance		4,176.61CR	

Account: 95L400 9110 0000 00 000000

JH SOFTBALL///NONCATE

/JH SOFTBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		1,641.83CR	
05/16/2025	Check	305732	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-4 AMIGOS	235.04	1,406.79CR	L 9110 0000 00 000000
				Ending balance		1,406.79CR	

Account: 95L400 9114 0000 00 000000

JH TRACK///NONCATE

/JH TRACK

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		3,498.05CR	
05/05/2025	JE	000005366		TRANSFER TO JH TRACK FOR TRIVIA NIGHT	815.00CR	4,313.05CR	L 9114 0000 00 000000
05/16/2025	Check	305732	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-ATHLETIC.NET	135.00	4,178.05CR	L 9114 0000 00 000000
05/16/2025	Check	305732	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-AMAZON	30.28	4,147.77CR	L 9114 0000 00 000000
05/16/2025	Check	305732	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-MFAC LLC DISCUS	135.95	4,011.82CR	L 9114 0000 00 000000
05/16/2025	Check	305732	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-8TH GRADE SIGNS	101.37	3,910.45CR	L 9114 0000 00 000000
				Ending balance		3,910.45CR	

Account: 95L400 9115 0000 00 000000

JH BOX TOPS///NONCATE

/JH BOX TOPS

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9116 0000 00 000000

JH BOYS BASE///NONCATE

/JH BOYS BASEBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		3,484.03CR	
				Ending balance		3,484.03CR	

Account: 95L400 9119 0000 00 000000

6TH GRADE FUNDR///NONCATE

/6TH GRADE FUNDRAISING

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		1,303.40CR	
				Ending balance		1,303.40CR	

Account: 95L400 9120 0000 00 000000

6TH BOYS BASKET///NONCATE

/6TH BOYS BASKETBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		209.85CR	
				Ending balance		209.85CR	

Account: 95L400 9121 0000 00 000000

JH SCHOL BOWL///NONCATE

/JH SCHOLASTIC BOWL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		101.19CR	
				Ending balance		101.19CR	

Account: 95L400 9122 0000 00 000000				JH SCIENCE CLUB///NONCATE		/JH SCIENCE CLUB			
<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>		
				Beginning balance		0.00			
				Ending balance		0.00			
Account: 95L400 9123 0000 00 000000				JH PE///NONCATE		/JH PE			
<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>		
				Beginning balance		747.20CR			
				Ending balance		747.20CR			
Account: 95L400 9124 0000 00 000000				JH FLOWER FUND///NONCATE		/JH FLOWER FUND			
<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>		
				Beginning balance		33.33			
				Ending balance		33.33			
Account: 95L400 9125 0000 00 000000				JH PBIS FUND///NONCATE		/JH PBIS FUND			
<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>		
				Beginning balance		1,303.40CR			
05/07/2025	Receipt	2129	UNIVERSITY OF IL- SPRINGFIEL	TOBACCO SURVEY	1,000.00CR	2,303.40CR	L 9125 0000 00 000000		
05/16/2025	Check	305732	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-SAM'S	421.16	1,882.24CR	L 9125 0000 00 000000		
05/16/2025	Check	305732	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-PAPA JOHNS	265.69	1,616.55CR	L 9125 0000 00 000000		
				Ending balance		1,616.55CR			
Account: 95L400 9201 0000 00 000000				HS YEARBOOK///NONCATE		/HS YEARBOOK			
<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>		
				Beginning balance		1,323.28			
				Ending balance		1,323.28			
Account: 95L400 9202 0000 00 000000				HS ART FUND///NONCATE		/HS ART FUND			
<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>		
				Beginning balance		2,516.80CR			
05/16/2025	Check	305731	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-4 AMIGOS	72.71	2,444.09CR	L 9202 0000 00 000000		
05/16/2025	Check	305731	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-WALMART	51.43	2,392.66CR	L 9202 0000 00 000000		
				Ending balance		2,392.66CR			
Account: 95L400 9203 0000 00 000000				HS BAND///NONCATE		/HS BAND			
<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>		
				Beginning balance		1,195.12CR			
				Ending balance		1,195.12CR			

Account: 95L400 9204 0000 00 000000

HS BRICK FUND///NONCATE

/HS BRICK FUND

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9205 0000 00 000000

HS FLOWER///NONCATE

/HS FLOWER

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9206 0000 00 000000

HS CLASS 2001///NONCATE

/HS CLASS OF 2001

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9207 0000 00 000000

HS PEP CLUB///NONCATE

/HS PEP CLUB

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9208 0000 00 000000

HS SPANISH///NONCATE

/HS SPANISH CLUB

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		659.66CR	
				Ending balance		659.66CR	

Account: 95L400 9210 0000 00 000000

HS CLASS 1999///NONCATE

/HS CLASS OF 1999

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9211 0000 00 000000

HS CLASS 2000///NONCATE

/HS CLASS OF 2000

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9212 0000 00 000000

HS CLASS 2002///NONCATE

/HS CLASS OF 2002

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9213 0000 00 000000 HS CLASS 2003///NONCATE /HS CLASS OF 2003

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9214 0000 00 000000 HS JOINT CONC///NONCATE /HS JOINT CONCESSION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9215 0000 00 000000 HS DRAMA CLUB///NONCATE /HS DRAMA CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9216 0000 00 000000 HS FFA///NONCATE /HS FFA

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,861.58CR	
05/14/2025	Check	305727	FCAE LPS	TEACHER AND STUDENT OFFICER PLANNER	235.00	1,626.58CR	L 9216 0000 00 000000
05/14/2025	Check	305728	NEW BERLIN CUSD #16	STAMPS	10.35	1,616.23CR	L 9216 0000 00 000000
05/14/2025	Check	305730	NATIONAL FFA ORG.	BANQUET AWARDS	469.50	1,146.73CR	L 9216 0000 00 000000
05/16/2025	Check	305734	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-COUNTY MARKET CHICKEN	527.85	618.88CR	L 9216 0000 00 000000
05/16/2025	Check	305734	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-GFS CHICKEN DINNER	314.49	304.39CR	L 9216 0000 00 000000
05/16/2025	Check	305734	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-SAMS BANQUET	113.33	191.06CR	L 9216 0000 00 000000
05/16/2025	Check	305734	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-FARM AND HOME	55.20	135.86CR	L 9216 0000 00 000000
05/16/2025	Check	305734	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-FARM AND HOME	43.96	91.90CR	L 9216 0000 00 000000
05/16/2025	Check	305734	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-CORNER PUB	234.33	142.43	L 9216 0000 00 000000
05/16/2025	Check	305734	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-FARM AND HOME	29.98	172.41	L 9216 0000 00 000000
05/16/2025	Check	305734	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-END ZONE BAR GRILL	214.61	387.02	L 9216 0000 00 000000
05/16/2025	Check	305734	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-DARCY'S	161.71	548.73	L 9216 0000 00 000000
05/16/2025	Check	305734	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-4 AMIGOS	222.95	771.68	L 9216 0000 00 000000
05/27/2025	Check	305738	JUSTICE GRAPHICS	QUARTER ZIPS	1,075.00	1,846.68	L 9216 0000 00 000000
05/28/2025	Receipt	2147	VARIOUS PAYORS	FFA-CASH	324.00CR	1,522.68	L 9216 0000 00 000000
05/28/2025	Receipt	2147	VARIOUS PAYORS	FFA-MOREY	107.00CR	1,415.68	L 9216 0000 00 000000
05/28/2025	Receipt	2147	VARIOUS PAYORS	FFA-WALTER	107.00CR	1,308.68	L 9216 0000 00 000000
05/28/2025	Receipt	2147	VARIOUS PAYORS	FFA-LOVING	214.00CR	1,094.68	L 9216 0000 00 000000
05/28/2025	Receipt	2147	VARIOUS PAYORS	FFA-KING	107.00CR	987.68	L 9216 0000 00 000000
05/28/2025	Receipt	2147	VARIOUS PAYORS	FFA-KING FARMS	107.00CR	880.68	L 9216 0000 00 000000

Account: 95L400 9216 0000 00 000000

HS FFA///NONCATE

/HS FFA

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Re#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
05/28/2025	Receipt	2148	VARIOUS PAYORS	SPONSOR-BOWMAN	100.00CR	780.68	L 9216 0000 00 000000
05/28/2025	Receipt	2148	VARIOUS PAYORS	DONATION-KING	50.00CR	730.68	L 9216 0000 00 000000
05/28/2025	Receipt	2148	VARIOUS PAYORS	DONATION-WALTER	200.00CR	530.68	L 9216 0000 00 000000
05/28/2025	Receipt	2148	VARIOUS PAYORS	SPONSOR-K. KING	300.00CR	230.68	L 9216 0000 00 000000
05/28/2025	Receipt	2148	VARIOUS PAYORS	SPONSOR-KING	100.00CR	130.68	L 9216 0000 00 000000
05/28/2025	Receipt	2148	VARIOUS PAYORS	SPONSOR-LOVING	500.00CR	369.32CR	L 9216 0000 00 000000
05/28/2025	Receipt	2148	VARIOUS PAYORS	SPONSOR-KING FARMS	200.00CR	569.32CR	L 9216 0000 00 000000
05/28/2025	Receipt	2148	VARIOUS PAYORS	SPONSOR-KING FARMS	100.00CR	669.32CR	L 9216 0000 00 000000
05/29/2025	Receipt	2151	VARIOUS PAYORS	SPONSOR-WARREN-BOYNTON	500.00CR	1,169.32CR	L 9216 0000 00 000000
05/29/2025	Receipt	2151	VARIOUS PAYORS	SPONSOR-DANIEL NEUMAN FARM	100.00CR	1,269.32CR	L 9216 0000 00 000000
05/29/2025	Receipt	2151	VARIOUS PAYORS	SPONSOR-SIEVERS EQUIPMENT-	300.00CR	1,569.32CR	L 9216 0000 00 000000
05/29/2025	Receipt	2151	VARIOUS PAYORS	SPONSOR-PRAIRELAND FS	500.00CR	2,069.32CR	L 9216 0000 00 000000
				Ending balance		2,069.32CR	

Account: 95L400 9217 0000 00 000000

HS HOMECOMING///NONCATE

/HS HOMECOMING

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		5,411.89CR	
				Ending balance		5,411.89CR	

Account: 95L400 9218 0000 00 000000

HS FCCLA///NONCATE

/HS FCCLA

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		2,319.19CR	
05/21/2025	Receipt	2140	VARIOUS PAYORS	STRAWBERRIES/MISC	482.00CR	2,801.19CR	L 9218 0000 00 000000
05/21/2025	Receipt	2140	VARIOUS PAYORS	STRAWBERRIES-MCCLAREY	90.00CR	2,891.19CR	L 9218 0000 00 000000
				Ending balance		2,891.19CR	

Account: 95L400 9219 0000 00 000000

HS CHARACT SCH///NONCATE

/HS CHARACTER SCHOLARSHIP

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9220 0000 00 000000

HS PE///NONCATE

/HS PE

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9223 0000 00 000000

HS BASEBALL///NONCATE

/HS BASEBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		2,673.25CR	

Account: 95L400 9223 0000 00 000000

HS BASEBALL///NONCATE /HS BASEBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Re#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Ending balance		2,673.25CR	

Account: 95L400 9224 0000 00 000000

HS STUDENT COUN///NONCATE /HS STUDENT COUNCIL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Re#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		1,169.39CR	
				Ending balance		1,169.39CR	

Account: 95L400 9226 0000 00 000000

HS BOYS BASKETB///NONCATE /HS BOYS BASKETBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Re#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		41,493.81CR	
05/16/2025	Check	305731	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-CHICK FIL A	261.64	41,232.17CR	L 9226 0000 00 000000
05/30/2025	Check	305740	LCHS BOYS BASKETBALL BOOSTER	ENTRY FOR SUMMER SHOOTOUT FOR HSBKB 6/13-14/2	300.00	40,932.17CR	L 9226 0000 00 000000
05/30/2025	Check	305741	A0 BOYS BASKETBALL	ENTRY SUMMER SHOOTOUT HSBKB 6/13/25	150.00	40,782.17CR	L 9226 0000 00 000000
05/30/2025	Check	305742	WARRENSBURG-LATHAM CUSD #11	ENTRY FOR SUMMER HSBKB SHOOTOUT 6/9/25	175.00	40,607.17CR	L 9226 0000 00 000000
				Ending balance		40,607.17CR	

Account: 95L400 9227 0000 00 000000

HS FB CHEERLEAD///NONCATE /HS FOOTBALL CHEERLEADING

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Re#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9228 0000 00 000000

HS BB CHEERLEAD///NONCATE /HS BASKETBALL CHEERLEADING

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Re#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		4,370.46CR	
05/08/2025	JE	000005377		TRANS TO 9228-HELP AT AUCTION	2,000.00CR	6,370.46CR	L 9228 0000 00 000000
				Ending balance		6,370.46CR	

Account: 95L400 9229 0000 00 000000

HS FOOTBALL///NONCATE /HS FOOTBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Re#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		11,053.99CR	
05/08/2025	JE	000005377		TRANS FROM 9229-FOOTBALL AUCTION	2,000.00	9,053.99CR	L 9229 0000 00 000000
05/08/2025	Receipt	2130	VARIOUS PAYORS	FOOTBALL AUCTION-SNYDER-CHECKED THE ACCT FIRST	100.00CR	9,153.99CR	L 9229 0000 00 000000
05/08/2025	Receipt	2130	VARIOUS PAYORS	FOOTBALL AUCTION-OBERREITER	90.00CR	9,243.99CR	L 9229 0000 00 000000
05/08/2025	Receipt	2130	VARIOUS PAYORS	FOOTBALL AUCTION-NEUMAN	325.00CR	9,568.99CR	L 9229 0000 00 000000
05/08/2025	Receipt	2130	VARIOUS PAYORS	FOOTBALL AUCTION-COOPER	345.00CR	9,913.99CR	L 9229 0000 00 000000
05/08/2025	Receipt	2130	VARIOUS PAYORS	FOOTBALL AUCTION-COOPER	125.00CR	10,038.99CR	L 9229 0000 00 000000
05/08/2025	Receipt	2130	VARIOUS PAYORS	FOOTBALL AUCTION-SHAFER	375.00CR	10,413.99CR	L 9229 0000 00 000000

Account: 95L400 9229 0000 00 000000

HS FOOTBALL///NONCATE

/HS FOOTBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Re#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
05/08/2025	Receipt	2130	VARIOUS PAYORS	FOOTBALL AUCTION-KOUNTRY KIDS	2,310.00CR	12,723.99CR	L 9229 0000 00 000000
05/08/2025	Receipt	2130	VARIOUS PAYORS	FOOTBALL AUCTION-SURRATT	825.00CR	13,548.99CR	L 9229 0000 00 000000
05/08/2025	Receipt	2130	VARIOUS PAYORS	FOOTBALL AUCTION-KOUNTRY KIDS	400.00CR	13,948.99CR	L 9229 0000 00 000000
05/08/2025	Receipt	2131	VARIOUS PAYORS	FOOTBALL AUCTION 5/4/25	3,835.00CR	17,783.99CR	L 9229 0000 00 000000
05/09/2025	Receipt	2132	VARIOUS PAYORS	FOOTBALL AUCTION	2,391.00CR	20,174.99CR	L 9229 0000 00 000000
05/09/2025	Receipt	2132	VARIOUS PAYORS	FOOTBALL AUCTION-KEYS	100.00CR	20,274.99CR	L 9229 0000 00 000000
05/09/2025	Receipt	2132	VARIOUS PAYORS	FOOTBALL AUCTION	3,250.00CR	23,524.99CR	L 9229 0000 00 000000
05/16/2025	Check	305733	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-ASPEN TAP HOUSE	109.67	23,415.32CR	L 9229 0000 00 000000
05/16/2025	Check	305733	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-HOLIDAY INN	485.31	22,930.01CR	L 9229 0000 00 000000
05/16/2025	Check	305733	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-HOLIDAY INN	485.31	22,444.70CR	L 9229 0000 00 000000
05/16/2025	Check	305733	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-HOLIDAY INN	485.31	21,959.39CR	L 9229 0000 00 000000
05/22/2025	Receipt	2143	VARIOUS PAYORS	SETH AND DARA MCCOY	3,000.00CR	24,959.39CR	L 9229 0000 00 000000
05/22/2025	Receipt	2143	VARIOUS PAYORS	CASEY'S	1.80CR	24,961.19CR	L 9229 0000 00 000000
				Ending balance		24,961.19CR	

Account: 95L400 9230 0000 00 000000

HS BOYS TRACK///NONCATE

/HS BOYS TRACK

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9231 0000 00 000000

HS VOLLEYBALL///NONCATE

/HS VOLLEYBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		18,620.87CR	
				Ending balance		18,620.87CR	

Account: 95L400 9232 0000 00 000000

HS GENERAL FUND///NONCATE

/HS GENERAL FUND

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		25,719.50CR	
05/07/2025	Check	305723	SIMS KENDALL	BUTLER FUNERAL HOMES SCHOLARSHIP	1,000.00	24,719.50CR	L 9232 0000 00 000000
05/07/2025	Receipt	2128	COMMUNITY FOUNDATION	BUTLER FUNERAL HOME SCHOLARSHIP	1,000.00CR	25,719.50CR	L 9232 0000 00 000000
05/16/2025	Check	305732	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-MEL O CREAM	66.79	25,652.71CR	L 9232 0000 00 000000
05/30/2025	JE	000005451		MAY 2025 INTEREST	41.41CR	25,694.12CR	L 9232 0000 00 000000
				Ending balance		25,694.12CR	

Account: 95L400 9233 0000 00 000000

HS GIRLS SOFTBA///NONCATE

/HS SOFTBALL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		5,865.16CR	
05/09/2025	Check	305725	BANDELOW RACHELLE M	CUPS FOR SENIOR NIGHT-	100.00	5,765.16CR	L 9233 0000 00 000000
				Ending balance		5,765.16CR	

Account: 95L400 9236 0000 00 000000

HS SADD///NONCATE

/HS SADD

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		1,669.80CR	
05/16/2025	Check	305732	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-TARGET-PROM	39.50	1,630.30CR	L 9236 0000 00 000000
				Ending balance		1,630.30CR	

Account: 95L400 9239 0000 00 000000

HS ROESCH TRUST///NONCATE

/HS ROESCH TRUST

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9241 0000 00 000000

HS TRACK///NONCATE

/HS CO-ED TRACK

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		2,742.55CR	
05/05/2025	JE	000005366		TRANSFER FROM HS TRACK TRIVIA NIGHT	815.00	1,927.55CR	L 9241 0000 00 000000
05/06/2025	Receipt	2126	VARIOUS PAYORS	TRACK TRIVIA-FISCHBERG	20.00CR	1,947.55CR	L 9241 0000 00 000000
05/06/2025	Receipt	2126	VARIOUS PAYORS	TRACK TRIVIA-FISCHBERG	80.00CR	2,027.55CR	L 9241 0000 00 000000
05/06/2025	Receipt	2126	VARIOUS PAYORS	TRACK TRIVIA	1,530.00CR	3,557.55CR	L 9241 0000 00 000000
				Ending balance		3,557.55CR	

Account: 95L400 9242 0000 00 000000

HS CHOIR///NONCATE

/HS CHOIR

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		487.56CR	
				Ending balance		487.56CR	

Account: 95L400 9246 0000 00 000000

HS KEY CLUB///NONCATE

/HS KEY CLUB

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		807.74CR	
				Ending balance		807.74CR	

Account: 95L400 9249 0000 00 000000

HS SCHOL BOWL///NONCATE

/HS SCHOLASTIC BOWL

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		2,165.86CR	
05/22/2025	Receipt	2141	VARIOUS PAYORS	POPCORN FUNDRAISER-DEL'S POPCORN	365.35CR	2,531.21CR	L 9249 0000 00 000000
				Ending balance		2,531.21CR	

Account: 95L400 9250 0000 00 000000

HS CLASS 2005///NONCATE

/HS CLASS OF 2005

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9251 0000 00 000000 HS TECH PREP///NONCATE /HS TECHNICAL PREP

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9252 0000 00 000000 HS CLASS 2006///NONCATE /HS CLASS OF 2006

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9255 0000 00 000000 HS DISCRETION///NONCATE /HS DISCRETIONARY

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9258 0000 00 000000 HS SPORTS COMP///NONCATE /HS SPORTS COMPLEX

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9260 0000 00 000000 HS CLASS 2009///NONCATE /HS CLASS OF 2009

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9262 0000 00 000000 HS CLASS 2010///NONCATE /HS CLASS OF 2010

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9263 0000 00 000000 HS LIBRARY FUND///NONCATE /HS LIBRARY FUND

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		1,273.54CR	
05/21/2025	JE	000005406		SUMMER CAMP TO LIBRARY	760.00CR	2,033.54CR	L 9263 0000 00 000000
05/28/2025	JE	000005419		TRANS TO 9263-MICRO ARCADE SUMMER CAMP	120.00CR	2,153.54CR	L 9263 0000 00 000000
05/28/2025	JE	000005420		TRANSFER TO LIBRARY-STORY AND STEAM SUMMER CAMP	40.00CR	2,193.54CR	L 9263 0000 00 000000
05/30/2025	JE	000005428		TRANSFER SUMMER CAMP 9263 MICRO ARCADE	160.00CR	2,353.54CR	L 9263 0000 00 000000
				Ending balance		2,353.54CR	

Account: 95L400 9264 0000 00 000000 HS PRETZL PRIDE///NONCATE /HS PRETZEL PRIDE

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9265 0000 00 000000 HS CLASS 2011///NONCATE /HS CLASS OF 2011

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9266 0000 00 000000 HS CLASS 2012///NONCATE /HS CLASS OF 2012

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9267 0000 00 000000 HS CLASS 2013///NONCATE /HS CLASS OF 2013

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9268 0000 00 000000 HS FLAGS///NONCATE /HS FLAGS

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		748.80CR	
				Ending balance		748.80CR	

Account: 95L400 9269 0000 00 000000 HS CLASS 2014///NONCATE /HS CLASS OF 2014

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9270 0000 00 000000 HS SAMSUNG GRNT///NONCATE /HS SAMSUNG GRANT

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9271 0000 00 000000 POST SEASON ATH///NONCATE /POST SEASON ATHLETIC FUND

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9272 0000 00 000000

PRETZEL FESTIVA///NONCATE

/PRETZEL FESTIVAL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,722.22CR	
				Ending balance		2,722.22CR	

Account: 95L400 9273 0000 00 000000

HS CLASS 2015///NONCATE

/HS CLASS OF 2015

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9274 0000 00 000000

ATH GENERAL FND///NONCATE

/ATHLETICS GENERAL FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		19,166.29CR	
05/05/2025	Receipt	2124	VARIOUS PAYORS	SUMMPER CAMP-LLEWELLYN	120.00CR	19,286.29CR	L 9274 0000 00 000000
05/05/2025	Receipt	2124	VARIOUS PAYORS	SUMMER CAMP-HAMMANN	120.00CR	19,406.29CR	L 9274 0000 00 000000
05/05/2025	Receipt	2124	VARIOUS PAYORS	SUMMER CAMP	70.00CR	19,476.29CR	L 9274 0000 00 000000
05/05/2025	Receipt	2125	VARIOUS PAYORS	SUMMER CAMP-MMEKS/DRABNACK	160.00CR	19,636.29CR	L 9274 0000 00 000000
05/12/2025	Receipt	2134	VARIOUS PAYORS	SUMMER CAMPS	1,100.00CR	20,736.29CR	L 9274 0000 00 000000
05/13/2025	Receipt	2135	VARIOUS PAYORS	SUMMER CAMP-OSTREM	200.00CR	20,936.29CR	L 9274 0000 00 000000
05/13/2025	Receipt	2135	VARIOUS PAYORS	SUMMER CAMP-VINCENT	40.00CR	20,976.29CR	L 9274 0000 00 000000
05/13/2025	Receipt	2135	VARIOUS PAYORS	SUMMER CAMP-PEECHER	40.00CR	21,016.29CR	L 9274 0000 00 000000
05/13/2025	Receipt	2135	VARIOUS PAYORS	SUMMER CAMP-PEECHER	70.00CR	21,086.29CR	L 9274 0000 00 000000
05/14/2025	Check	305726	JOSTENS	PLAQUES	151.20	20,935.09CR	L 9274 0000 00 000000
05/14/2025	Receipt	2137	VARIOUS PAYORS	SUMMER CAMPS-NEWINGHAM	70.00CR	21,005.09CR	L 9274 0000 00 000000
05/14/2025	Receipt	2137	VARIOUS PAYORS	SUMMER CAMP-SURRATT	80.00CR	21,085.09CR	L 9274 0000 00 000000
05/14/2025	Receipt	2137	VARIOUS PAYORS	SUMMER CAMP-MAGGIO	120.00CR	21,205.09CR	L 9274 0000 00 000000
05/14/2025	Receipt	2137	VARIOUS PAYORS	SUMMER CAMP-MAGGIO	120.00CR	21,325.09CR	L 9274 0000 00 000000
05/14/2025	Receipt	2137	VARIOUS PAYORS	SUMMER CAMP-REED	30.00CR	21,355.09CR	L 9274 0000 00 000000
05/14/2025	Receipt	2137	VARIOUS PAYORS	SUMMER CAMP-REED	30.00CR	21,385.09CR	L 9274 0000 00 000000
05/16/2025	Check	305731	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-MEL O CREAM	123.77	21,261.32CR	L 9274 0000 00 000000
05/20/2025	Check	305736	SOUTH COUNTY PUBLICATIONS, L	NEW BERLIN BEE SUBSCRIPTION RENEWAL	57.00	21,204.32CR	L 9274 0000 00 000000
05/21/2025	JE	000005406		SUMMER CAMP FROM ATHLETIC	760.00	20,444.32CR	L 9274 0000 00 000000
05/21/2025	Receipt	2138	VARIOUS PAYORS	SUMMER CAMPS	410.00CR	20,854.32CR	L 9274 0000 00 000000
05/21/2025	Receipt	2138	VARIOUS PAYORS	SUMMER CAMP-	2,280.00CR	23,134.32CR	L 9274 0000 00 000000
05/21/2025	Receipt	2139	VARIOUS PAYORS	SUMMER CAMP	300.00CR	23,434.32CR	L 9274 0000 00 000000
05/21/2025	Receipt	2139	VARIOUS PAYORS	SUMMER CAMP-GRIFFITH	40.00CR	23,474.32CR	L 9274 0000 00 000000
05/21/2025	Receipt	2139	VARIOUS PAYORS	SUMMER CAMP-SUNLEY	140.00CR	23,614.32CR	L 9274 0000 00 000000
05/21/2025	Receipt	2139	VARIOUS PAYORS	SUMMER CAMP-SIMS	40.00CR	23,654.32CR	L 9274 0000 00 000000
05/21/2025	Receipt	2139	VARIOUS PAYORS	SUMMER CAMP-SCHMIDELER	240.00CR	23,894.32CR	L 9274 0000 00 000000
05/21/2025	Receipt	2139	VARIOUS PAYORS	SUMMER CAMP-ROTH	120.00CR	24,014.32CR	L 9274 0000 00 000000
05/21/2025	Receipt	2139	VARIOUS PAYORS	SUMMER CAMP-STARK	100.00CR	24,114.32CR	L 9274 0000 00 000000

Account: 95L400 9274 0000 00 000000

ATH GENERAL FND///NONCATE

/ATHLETICS GENERAL FUND

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
05/21/2025	Receipt	2139	VARIOUS PAYORS	SUMMER CAMP-GARSKE	150.00CR	24,264.32CR	L 9274 0000 00 000000
05/21/2025	Receipt	2139	VARIOUS PAYORS	SUMMER CAMP-WORKMAN	120.00CR	24,384.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2142	VARIOUS PAYORS	SUMMER CAMPS-CASH	600.00CR	24,984.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2142	VARIOUS PAYORS	SUMMER CAMPS-PATTERSON	110.00CR	25,094.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2142	VARIOUS PAYORS	SUMMER CAMPS-ROBINSON	120.00CR	25,214.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2142	VARIOUS PAYORS	SUMMER CAMPS-SHAFER	60.00CR	25,274.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2144	VARIOUS PAYORS	SUMMER CAMPS-CASH	280.00CR	25,554.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2144	VARIOUS PAYORS	SUMMER CAMPS-GOSSETT	40.00CR	25,594.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2144	VARIOUS PAYORS	SUMMER CAMPS-CLARK	70.00CR	25,664.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2144	VARIOUS PAYORS	SUMMER CAMPS-CLARK	40.00CR	25,704.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2144	VARIOUS PAYORS	SUMMER CAMPS-CATARINICCHIA	40.00CR	25,744.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2144	VARIOUS PAYORS	SUMMER CAMPS-PIERCE	130.00CR	25,874.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2144	VARIOUS PAYORS	SUMMER CAMPS-BIRCH	150.00CR	26,024.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2144	VARIOUS PAYORS	SUMMER CAMPS-COSTELLO	70.00CR	26,094.32CR	L 9274 0000 00 000000
05/22/2025	Receipt	2144	VARIOUS PAYORS	SUMMER CAMPS-FUCHS	340.00CR	26,434.32CR	L 9274 0000 00 000000
05/28/2025	Check	305739	MARKS DANIELLE	REFUND FOR CHEER SUMMER CAMP	30.00	26,404.32CR	L 9274 0000 00 000000
05/28/2025	JE	000005419		TRANSFER FROM ATHLETIC-SUMMER CAMP	120.00	26,284.32CR	L 9274 0000 00 000000
05/28/2025	JE	000005420		TRANSFER FROM ATHLETIC SUMMER CAMP	40.00	26,244.32CR	L 9274 0000 00 000000
05/28/2025	Receipt	2146	VARIOUS PAYORS	SUMMER CAMPS-GRIFFITH	190.00CR	26,434.32CR	L 9274 0000 00 000000
05/28/2025	Receipt	2146	VARIOUS PAYORS	SUMMER CAMPS-PEACOCK	40.00CR	26,474.32CR	L 9274 0000 00 000000
05/28/2025	Receipt	2146	VARIOUS PAYORS	SUMMER CAMPS-GREENWOOD	70.00CR	26,544.32CR	L 9274 0000 00 000000
05/30/2025	Check	305743	NEW BERLIN CUSD #16	SUMMER CAMP FOR ELEM THEATER	870.00	25,674.32CR	L 9274 0000 00 000000
05/30/2025	JE	000005428		TRANSFER SUMMER CAMP 9274	160.00	25,514.32CR	L 9274 0000 00 000000
05/30/2025	Receipt	2152	VARIOUS PAYORS	SUMMER CAMPS-R. COOPER	80.00CR	25,594.32CR	L 9274 0000 00 000000
05/30/2025	Receipt	2152	VARIOUS PAYORS	SUMMER CAMPS-L. IRANI	340.00CR	25,934.32CR	L 9274 0000 00 000000
05/30/2025	Receipt	2152	VARIOUS PAYORS	SUMMER CAMPS-L WESTRICH	40.00CR	25,974.32CR	L 9274 0000 00 000000
05/30/2025	Receipt	2152	VARIOUS PAYORS	SUMMER CAMPS-CASH	40.00CR	26,014.32CR	L 9274 0000 00 000000
05/30/2025	Receipt	2153	KIRKPATRICK KODY S.	SUMMER CAMP	100.00CR	26,114.32CR	L 9274 0000 00 000000
05/30/2025	Receipt	2154	VARIOUS PAYORS	SUMMER CAMP-H. FIELD	70.00CR	26,184.32CR	L 9274 0000 00 000000
05/30/2025	Receipt	2154	VARIOUS PAYORS	SUMMER CAMP-K. HAGER	40.00CR	26,224.32CR	L 9274 0000 00 000000
				Ending balance		26,224.32CR	

Account: 95L400 9278 0000 00 000000

ACT PREP ACCT///NONCATE

/ACT PREP ACCOUNT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9279 0000 00 000000 HS CLASS 2016///NONCATE /HS CLASS OF 2016

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9280 0000 00 000000 HS CLASS 2017///NONCATE /HS CLASS OF 2017

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9281 0000 00 000000 SANGAMON CONF.///NONCATE /SANGAMON CONFERENCE ACCOUNT

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9282 0000 00 000000 GREENHOUSE ACCT///NONCATE /GREENHOUSE ACCOUNT

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		4,942.58CR	
05/08/2025	Check	305724	NEW BERLIN CUSD #16	CASH FOR GREENHOUSE SALES	300.00	4,642.58CR	L 9282 0000 00 000000
05/14/2025	Check	305729	GREENHOUSE MEGASTORE	MUM PAD IRRIGATION	525.01	4,117.57CR	L 9282 0000 00 000000
05/27/2025	Check	305737	HUMMERT INTERNATIONAL	MUMS	182.60	3,934.97CR	L 9282 0000 00 000000
05/28/2025	Receipt	2149	VARIOUS PAYORS	GREENHOUSE-CASH	625.00CR	4,559.97CR	L 9282 0000 00 000000
05/28/2025	Receipt	2149	VARIOUS PAYORS	GREENHOUSE-WHITLOCK	63.00CR	4,622.97CR	L 9282 0000 00 000000
05/28/2025	Receipt	2149	VARIOUS PAYORS	GREENHOUSE-KING	30.00CR	4,652.97CR	L 9282 0000 00 000000
05/28/2025	Receipt	2149	VARIOUS PAYORS	GREENHOUSE-BANDY	45.00CR	4,697.97CR	L 9282 0000 00 000000
05/28/2025	Receipt	2149	VARIOUS PAYORS	GREENHOUSE-BANDELOW	25.00CR	4,722.97CR	L 9282 0000 00 000000
05/28/2025	Receipt	2149	VARIOUS PAYORS	GREENHOUSE-BOOHER	6.00CR	4,728.97CR	L 9282 0000 00 000000
05/30/2025	Receipt	2162	VARIOUS PAYORS	GREENHOUSE SALES - CREDIT CARDS	105.00CR	4,833.97CR	L 9282 0000 00 000000
				Ending balance		4,833.97CR	

Account: 95L400 9283 0000 00 000000 HS CLASS 2018///NONCATE /HS CLASS OF 2018

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9284 0000 00 000000 CREWS SCHOLARSH///NONCATE /DAMIEN CREWS SCHOLARSHIP FUND

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		1,176.72CR	
				Ending balance		1,176.72CR	

Account: 95L400 9285 0000 00 000000

ROYALTIES///NONCATE /ROYALTIES

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9286 0000 00 000000

HS CLASS 2019///NONCATE /HS CLASS OF 2019

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9287 0000 00 000000

HS WRESTLING///NONCATE /HS WRESTLING

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		2,417.04CR	
				Ending balance		2,417.04CR	

Account: 95L400 9288 0000 00 000000

HS CLASS 2020///NONCATE /CLASS OF 2020

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9289 0000 00 000000

HS CLASS 2021///NONCATE /HS CLASS OF 2021

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9290 0000 00 000000

THORNTON AG SCH///NONCATE /THORNTON AG SCHOLARSHIP AWARD

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9291 0000 00 000000

HS CLASS 2022///NONCATE /HS CLASS OF 2022

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9292 0000 00 000000

HS CLASS 2023///NONCATE /HS CLASS OF 2023

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9293 0000 00 000000 HS CLASS 2024///NONCATE /HS CLASS OF 2024

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9294 0000 00 000000 CLASS OF 2025///NONCATE /HS CLASS OF 2025

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,570.76CR	
05/16/2025	Check	305731	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-CASEYS	116.58	5,454.18CR	L 9294 0000 00 000000
05/16/2025	Check	305735	CENTRAL ILLINOIS INFLATABLES	SENIOR PICNIC	1,827.50	3,626.68CR	L 9294 0000 00 000000
05/23/2025	Receipt	2145	VARIOUS PAYORS	BUNDT FUNDRAISER-MCDEVITT	101.25CR	3,727.93CR	L 9294 0000 00 000000
				Ending balance		3,727.93CR	

Account: 95L400 9295 0000 00 000000 MASCOT FUND///NONCATE /HS-MASCOT FUNDRAISER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9296 0000 00 000000 HS CLASS 2026///NONCATE /HS CLASS OF 2026

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,186.75CR	
05/09/2025	Receipt	2133	VARIOUS PAYORS	PROM TICKETS	1,285.00CR	6,471.75CR	L 9296 0000 00 000000
05/09/2025	Receipt	2133	VARIOUS PAYORS	PROM TICKETS-GRIFFITHS	30.00CR	6,501.75CR	L 9296 0000 00 000000
05/09/2025	Receipt	2133	VARIOUS PAYORS	PROM TICKETS-BURGER	30.00CR	6,531.75CR	L 9296 0000 00 000000
05/09/2025	Receipt	2133	VARIOUS PAYORS	PROM TICKETS-MOLLOY	30.00CR	6,561.75CR	L 9296 0000 00 000000
05/09/2025	Receipt	2133	VARIOUS PAYORS	PROM TICKETS-HEPPERLY	30.00CR	6,591.75CR	L 9296 0000 00 000000
05/16/2025	Check	305731	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-ANDERSON	193.14	6,398.61CR	L 9296 0000 00 000000
05/16/2025	Check	305731	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-COMplete WEDDING	795.00	5,603.61CR	L 9296 0000 00 000000
05/16/2025	Check	305731	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-AMAZON	56.40	5,547.21CR	L 9296 0000 00 000000
05/16/2025	Check	305731	NEW BERLIN CUSD #16	CREDIT CARD CHARGES MAY-SAMS	198.36	5,348.85CR	L 9296 0000 00 000000
				Ending balance		5,348.85CR	

Account: 95L400 9297 0000 00 000000 HS CLASS 2027///NONCATE /HS CLASS OF 2027

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,176.41CR	
				Ending balance		3,176.41CR	

Account: 95L400 9298 0000 00 000000 HS CLASS 2028///NONCATE /HS CLASS OF 2028

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,837.40CR	
				Ending balance		1,837.40CR	

Account: 95L400 9299 0000 00 000000 MAINT RECYCLE///NONCATE /MAINT RECYCLE FUND

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		930.00CR	
05/06/2025	Receipt	2127	VARIOUS PAYORS	SCRAP METAL-F&W RESOURCES	367.40CR	1,297.40CR	L 9299 0000 00 000000
				Ending balance		1,297.40CR	

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

Check Dates 05/16/2025 through 06/26/2025 - 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
JAMIE M HULETT	AIDE	000061949	R		1,425.25		64.14	1,361.11	78.75	59.54	109.04				1,113.78
LAUREN F HULETT	AIDE	000061950	R		1,257.76		56.60	1,201.16	88.22	59.46	96.22				957.26
JAMIE M HULETT	AIDE	000061962	R		1,020.76		45.93	974.83	38.04	40.42	78.09				818.28
LAUREN F HULETT	AIDE	000061963	R		1,454.43		65.45	1,388.98	110.76	68.75	111.26				1,098.21
BASMA ALSAMMA	PREKA	900074464	R		1,200.53		54.02	1,146.51	31.32	48.91	91.84				974.44
AMY M ANKROM	AIDE	900074465	R		1,018.73		31.16	987.57		41.05	52.02				894.50
VICTORRIA S CHAMBERS	PREKA	900074473	R		905.92		40.77	865.15	3.18	42.82	69.31	15.00			734.84
JENNIFER MARIE COPELAND	AIDE	900074477	R		1,202.72		54.12	1,148.60		56.86	92.01				999.73
NOLAN R HART	AIDE	900074492	R		1,090.80		49.09	1,041.71	20.84	51.56	83.45				885.86
RICHARD A KING	AIDE	900074498	R		1,524.05		57.98	1,466.07		72.57	97.88				1,295.62
COLLIN E KRAMER	AIDE	900074501	R		1,092.75		49.17	1,043.58	21.02	51.66	83.59	18.00			869.31
SAMANTHA MARTIN	AIDE	900074506	R		1,295.81		58.31	1,237.50	40.42	53.42	99.13				1,044.53
HANNAH D STECK	AIDE	900074520	R		1,259.16		56.66	1,202.50	36.92	59.52	96.33				1,009.73
WHITNEY R SUTERA	PREKA	900074521	R		1,333.70		60.02	1,273.68	32.37	63.05	102.03				1,076.23
McKENZIE WARD	AIDE	900074523	R		1,233.62		80.18	1,153.44	62.01	57.10	94.37				939.96
JESSICA R WISDOM	AIDE	900074524	R		882.75		39.72	843.03	0.97	41.73	67.53				732.80
REBECCA CURRY	AIDE	900074529	R		1,306.45		58.79	1,247.66	29.77	61.76	99.94				1,056.19
ANNA K LLEWELLYN	AIDE	900074536	R		1,047.38		47.13	1,000.25	63.40	49.51	80.13				807.21
LUANNE M. LOVING	AIDE	900074537	R		1,835.23		82.59	1,752.64	127.07	78.92	140.39				1,406.26
ZACH REUSCHEL	AIDE	900074543	R		1,134.48		51.05	1,083.43	25.01	53.63	86.79				918.00
AMANDA J ROBINSON	AIDE	900074544	R		1,222.80		55.03	1,167.77		57.80	93.54				1,016.43
MIGUEL T BOHRER	AIDE	900074551	R		913.05		39.90	873.15		35.38	67.76				770.01
BASMA ALSAMMA	PREKA	900074641	R		875.78		39.41	836.37	0.30	33.56	67.00				735.51
AMY M ANKROM	AIDE	900074642	R		1,496.29		67.33	1,428.96		62.90	77.27				1,288.79
VICTORRIA S CHAMBERS	PREKA	900074650	R		338.08		15.21	322.87		15.98	25.86				281.03
JENNIFER MARIE COPELAND	AIDE	900074654	R		1,413.60		63.61	1,349.99		66.82	108.14				1,175.03
NOLAN R HART	AIDE	900074669	R		1,342.95		60.43	1,282.52	44.92	63.48	102.73				1,071.39
RICHARD A KING	AIDE	900074675	R		945.20		35.76	909.44		45.02	60.35				804.07
COLLIN E KRAMER	AIDE	900074678	R		1,349.25		60.72	1,288.53	45.52	63.78	103.21	18.00			1,058.02
SAMANTHA MARTIN	AIDE	900074683	R		1,014.74		45.66	969.08	13.57	40.13	69.44				845.94
HANNAH D STECK	AIDE	900074697	R		1,446.55		65.09	1,381.46	54.81	68.38	110.66				1,147.61
WHITNEY R SUTERA	PREKA	900074698	R		935.56		42.10	893.46		44.23	71.57				777.66
McKENZIE WARD	AIDE	900074700	R		836.37		54.37	782.00	30.00	38.71	63.98				649.31
JESSICA R WISDOM	AIDE	900074701	R		190.95		8.59	182.36		9.03	14.61				158.72
REBECCA CURRY	AIDE	900074706	R		1,483.17		66.74	1,416.43	46.64	70.11	113.47				1,186.21

Check Dates 05/16/2025 through 06/26/2025 - Check Number

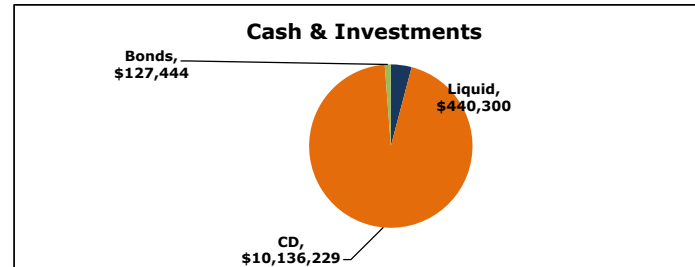
	EMP	CHECK	CONTRACT	OTHER	TAXABLE	FED TAX	FED TAX	FEDERAL	STATE	SOC SEC	OTHER REIMBURSE	TAXABLE	NET		
EMPLOYEE NAME	TYPE	NUMBER	T	PAY	+ PAY	+ BENS	- SHELTER	= GROSS	- TAX	- TAX	- TAX	- DEDS	+ DEDS	- BENS	= PAY
ANNA K LLEWELLYN	AIDE	900074713	R		1,376.16		61.93	1,314.23	101.08	65.05	105.27				1,042.83
LUANNE M. LOVING	AIDE	900074714	R		1,301.72		58.58	1,243.14	70.98	53.70	99.58				1,018.88
ZACH REUSCHEL	AIDE	900074720	R		847.18		38.12	809.06		40.05	64.81				704.20
AMANDA J ROBINSON	AIDE	900074721	R		817.24		36.78	780.46		38.63	62.52				679.31
MIGUEL T BOHRER	AIDE	900074728	R		699.45		31.48	667.97		25.23	53.51				589.23
Summary Totals															
					\$45,368.37		\$2,049.72		\$43,318.65		\$2,050.21		\$51.00		
									\$1,217.89		\$3,366.63				\$36,632.92
4	Check(s) Reported														
36	Deposit(s) Reported														

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

NEW BERLIN C.U.S.D. #16
TREASURER'S REPORT
May 1, 2025

FUND	Beginning Cash Balance	Receipts	Disbursements		Misc. Transactions	Ending Cash Balance
			Payroll	Accounts Payable		
10 Education	(1,394,504.47)	1,427,558.40	686,919.31	513,020.62	-	(1,166,886.00)
20 Building	1,209,584.82	240,680.94	44,642.81	70,851.30	-	1,334,771.65
30 Bond & Interest	375,814.74	292,267.43	-	820,062.50	-	(151,980.33)
40 Transportation	125,130.63	116,050.46	57,854.62	39,099.22	-	144,227.25
50 IMRF	73,415.81	65,665.53	-	43,227.43	-	95,853.91
60 Capital Projects Fund	4,813,114.24	-	-	690,817.86	16,652.15	4,138,948.53
61 Sales Tax Fund	2,987,650.28	74,508.64	-	-	-	3,062,158.92
70 Working Cash Fund	2,811,821.27	21,176.78	-	-	-	2,832,998.05
80 Tort Immunity	(195,833.96)	48,005.65	-	104,141.00	-	(251,969.31)
90 Fire Prevention & Safety	653,496.29	12,353.54	-	-	1.25	665,851.08
TOTAL	\$ 11,459,689.65	\$ 2,298,267.37	\$ 789,416.74	\$ 2,281,219.93	\$ 16,653.40	\$ 10,703,973.75

FUND	CASH			INVESTMENTS					BONDS			TOTAL
	UCB - General Fund	UCB MM	WBSB MM	WBSB #1	WBSB #3	CSB #1	CSB #2	CSB #3			Griggsville-Perry Bonds	
	4.1300%	2.5300%	1.6400%	4.5000%	4.5% - 7/25/25	2.23% - 5/21/26	2.23% - 5/21/26	5.0000%			2.5000%	
10 Education	(1,293,230.23)	-	(1,100.00)	-	-	-	-	-	-	-	127,444.23	(1,166,886.00)
20 Operations & Maintenance	1,334,771.65	-	-	-	-	-	-	-	-	-	-	1,334,771.65
30 Bond & Interest	(151,980.33)	-	-	-	-	-	-	-	-	-	-	(151,980.33)
40 Transportation	144,227.25	-	-	-	-	-	-	-	-	-	-	144,227.25
50 IMRF / Social Security	95,853.91	-	-	-	-	-	-	-	-	-	-	95,853.91
60 Capital Projects Fund	(3,938,939.49)	214.58	139,934.18	-	5,000,000.00	-	2,970,369.66	52.18	-	-	-	4,171,631.11
61 Capital Projects Fund - Sales Tax	3,062,158.92	-	-	-	-	-	-	-	-	-	-	3,062,158.92
70 Working Cash	666,778.16	0.86	-	-	-	869,345.65	1,296,461.92	-	-	-	-	2,832,586.59
80 Tort	(251,969.31)	-	-	-	-	-	-	-	-	-	-	(251,969.31)
90 Fire Prevention & Safety	632,620.19	67.43	892.34	-	-	-	-	-	-	-	-	633,579.96
TOTAL	\$ 300,290.72	\$ 282.87	\$ 139,726.52	\$ -	\$ 5,000,000.00	\$ 869,345.65	\$ 4,266,831.58	\$ 52.18	\$ -	\$ -	\$ 127,444.23	\$ 10,703,973.75
	\$440,300.11				\$10,136,229.41				\$127,444.23			\$ 10,703,973.75



NEW BERLIN C.U.S.D. #16
Snapshot of District Budget

May, 2025 91.67% of Budget Year

FUND Year to Date	EDUC (10)	O/M (20)	DEBT SERV (30)	TRANS (40)	IMRF/SS (50)	CAP. PROJ (60)	SALES TAX (61)	WC (70)	TORT (80)	HLS (90)	TOTAL

EXPENDED	10,252,766	2,223,620	2,287,651	1,131,967	384,989	16,021,541	738,325	-	557,038	416,941	34,014,836
% EXPENDED	86.32%	70.18%	111.47%	88.77%	91.59%	95.84%	79.36%	0.00%	106.14%	95.42%	90.94%
EXPENSE BUDGET	11,877,330	3,168,375	2,052,215	1,275,180	420,360	16,716,155	930,325	-	524,815	436,945	37,401,700

REVENUE	7,287,495	942,166	1,661,139	687,393	230,242	484,489	895,547	119,599	344,224	164,337	12,816,630
% RECEIVED	71.90%	46.08%	72.36%	70.91%	63.35%	100.68%	92.80%	82.80%	59.35%	88.57%	70.56%
REVENUE BUDGET	10,135,685	2,044,560	2,295,645	969,435	363,420	481,230	965,000	144,450	580,015	185,545	18,164,985
Projected Surplus/(Deficit)	(1,741,645.00)	(1,123,815.00)	243,430.00	(305,745.00)	(56,940.00)	(16,234,925.00)	34,675.00	144,450.00	55,200.00	(251,400.00)	(19,236,715.00)
Current Surplus/(Deficit)	(2,965,271.36)	(1,281,453.45)	(626,511.47)	(444,573.36)	-	(15,537,051.77)	157,221.53	119,598.64	(212,814.03)	(252,603.83)	(21,198,206.28)

NOTES:	Fund
REVENUE	ALL Received 99% of tax revenue
EXPENSE	40 Payments for new buses was made for \$213,439 60 Construction project 80 Liability & Workers' Comp insurance was paid in full in July, 2024 90 Payment for half of the track project

COMMUNITY UNIT SCHOOL DISTRICT #16
NEW BERLIN, ILLINOIS
May 15, 2025

MINUTES OF REGULAR BOARD MEETING

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

A motion was made by Member Arndt and seconded by Member Bishoff to approve the candidate for Board Vacancy, Abby Griffith. The motion was passed on a roll call vote, 6-0. Member Griffith was sworn in.

President Neuman called the Health Life Safety Amendment hearing to order at 6:02 p.m. Roll Call was taken. The Superintendent reviewed the evidence for the need of the amendment # 32. President Neuman opened the floor for public comment, of which there was none. A motion was made by Member Beard and seconded by Member Marr at 6:04 p.m. to adjourn the hearing. The motion passed on a voice vote, 6-0.

Pretzel Shoutouts were shared with the Board.

President Neuman opened the floor for Public Comment, of which there was none.

The FFA Officer Team gave a presentation detailing their activities over the school year.

Matt Brue, IASB Representative, shared survey results with the Board, discussed that the salary range will need to be posted by law and discussed the projected timeline of applying deadlines, interviews and hiring.

President Neuman shared the IASB liaison talking points.

President Neuman asked for adjustments to the agenda, of which there were none.

The Administrator reports were reviewed.

The Superintendent updated the Board on the construction, indicating that it should be completed by August 1, 2025. She updated the Board on efforts to fill the math teacher position. The board members attending the graduation were confirmed and other ceremonies were reviewed. She asked for board confirmations on attendance to the Joint Annual Conference, as registration is soon. The Superintendent also reminded the Board of the of their upcoming training after the June board meeting, the free board self-evaluation they can schedule and a book study in August.

A motion was made by Member Bishoff and seconded by Member Marr to approve the Consent Agenda. The motion was passed on a roll call vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made by Member Beard and seconded by Member Marr to Schedule the Public Hearing for FY25 Amended Budget (June 26, 2025 at 6:00 p.m.). The motion passed on a voice vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made by Member Marr and seconded by Member Beard to approve the FY 25 Tentative Budget. The motion passed on a roll call vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made by Member Bishoff and seconded by Member Marr to approve the HLS Amendment #32. The motion passed on a roll call vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made by Bishoff and seconded by Member Marr to approve the Board Meeting Dates for 2025-2026 year. The motion passed on voice vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made by Member Marr and seconded by Member Bishoff to approve the JH Student Handbook 25-26. The motion passed on a voice vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made by Member Bishoff and seconded by Member Marr to approve the revised Solar Contract. The motion passed on a roll call vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made by Member Beard and seconded by Member Marr to approve Property, Casualty, Liability Insurance and Workers' Compensation Insurance Renewal for 2025-2026. The motion passed on a roll call vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made by Member Beard and seconded by Member Marr to approve the Resolution to Sell/Dispose of Surplus or Outdated Equipment/Supplies. The motion passed on a roll call vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made at 7:05 p.m. by Member Beard and seconded by Member Marr to adjourn to executive session for the purpose of employee related matters. The motion passed on a roll call vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made at 7:27 p.m. by Member Beard and seconded by Marr to return to open session. The motion passed on a roll call vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made by Member Bishoff and seconded by Member Marr to approve the Personnel Consent Agenda (Colton Middleton-6-12 Vocal and Instrumental Music Teacher pending proper certification, Brad Olysav-Elementary PE Teacher pending proper certification, Lindsay Johnson-HS Student Council Sponsor, Fall Volunteer Coaches). The motion passed on a roll call vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made by Member Beard and seconded by Member Bishoff to approve Dillon Binkley as District Athletic and Activities Director, 2025-2028. The motion passed on a roll call vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

A motion was made by Member Marr and seconded by Member Beard to approve the Addendum to Superintendent J.Larson Contract (vacation days roll over). The motion passed on a roll call vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

President Neuman made note of resignations.

A motion was made at 7:30 p.m. by Member Bishoff and seconded by Member Griffith to adjourn the meeting. The motion passed on a voice vote, 6-0. President Neuman, Members Marr, Arndt, Bishoff, Beard and Griffith voted yea.

The meeting ended at 7:30 p.m.

Secretary

President

Document Status: Draft Update

2:80 Board Member Oath and Conduct

Each Board of Education member, before taking his or her seat on the Board, shall take the following oath of office:

I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Community Unit School District #16, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for New Berlin CUSD 16;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for New Berlin CUSD 16; and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards (Code)*. [PRESSPlus1](#) A copy of the Code shall be displayed in the regular Board meeting room. [Q1](#)

LEGAL REF.:

105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:50 (Board Member Term of Office), [2:60 \(Board Member Removal from Office\)](#), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational Board of Education Meeting)

Questions and Answers:

***Required Question 1. The School Code does not specifically address what happens when board members violate their oath of office, nor does it create an opportunity to take legal action for such violations. *Collins v. Bd. of Educ. of North Chicago Comm. Unit Sch. Dist. 187*, 792 F.Supp.2d 992 (N.D.Ill. 2011). **Consult the board attorney for guidance when considering any type of disciplinary action or sanction against a board member.**

Depending on the situation, a board self-evaluation or private one-on-one meetings with a board member may be appropriate to address an issue relating to board member behavior (for a list of IASB workshops, see www.iasb.com/conference-training-and-events/training/workshops/). When a board member's violation of the oath of office also constitutes a willful failure to perform his or her official duties, the board may request the regional superintendent to remove the member from office. See sample policy 2:60, *Board Member Removal from Office*, available at PRESS Online by logging in at www.iasb.com, at footnote 2, for further discussion. A board member whose conduct violates conflict of interest laws may also be subject to criminal liability and removal from office. See sample policy 2:100, *Board Member Conflict of Interest*, and its footnotes, for additional information. In consultation with the board attorney, a board may also consider other actions to address a member's violation of the oath of office, such as publicly censuring a member. *Houston Comm. College System v. Wilson*, 595 U.S. 468 (2022) (holding that a college board of trustees did not violate a trustee's First Amendment rights when it adopted a resolution censuring him for "reprehensible" conduct). Other sanctions may be also warranted, depending on the facts. For example, in *Earnest v. Jasper Cty. Comm. Unit Sch. Dist. No. 1*, 371 F.Supp.3d 459 (S.D.Ill 2019), a court held a board member was not deprived of his liberty interest under the 14th Amendment when the board limited his access to confidential board packet information after it found the board member shared confidential personnel and student information with members of the public.

To encourage appropriate conduct, boards may wish to have their policy express potential consequences for violating the oath of office or the *Code of Conduct for Members of School Boards*. Such boards may add the following sentence to the end of this policy:

"A board member who fails to abide by the oath of office or the *Code* may be subject to action by the Board, including, but not limited to, formal censure and/or referral to the Regional Superintendent for removal from office under Board policy 2:60, *Board Member Removal from Office*."

Has the Board adopted this policy to include the optional sentence shown above?

- ☐ No. (Default)
 - ☐ Yes. (For districts in suburban Cook County, IASB will replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director.")
-

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 119, June 2025**

Document Status: Draft Update

2:130 Board-Superintendent Relationship

The Board of Education directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. The Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide ~~general~~ [PRESSPlus1](#) direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.:

105 ILCS 5/10-16.7 and 5/10-21.4.

CROSS REF.: 3:40 (Superintendent)

PRESSPlus Comments

PRESSPlus 1. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

2:260 Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX complaints governed by Board policy 2:265, Title IX Grievance Procedure[PRESSPlus1](#)
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/.

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

the accused's parent(s)/guardian(s)); this includes mediation.

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

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

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

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

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

Investigation Process

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

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request a specific extension of time from the Superintendent (but no longer than 14 days).

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

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

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager.

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

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers [PRESSPlus2](#)

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

The ~~Nondiscrimination Coordinator also serves as the District's~~ Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX. [PRESSPlus3](#)

The Superintendent shall appoint at least one Complaint Manager to administer the this policy. If possible, the Superintendent will appoint two Complaint Managers, each of a different gender. The

District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

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

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670

jl Larson@pretzelpride.com

217-488-2040

Complaint Managers:

Brandon Radford, JH Principal

300 Ellis St., New Berlin, IL 62670

bradford@pretzelpride.com

217-488-6012

Lori Niemeier, CSBO

600 N. Cedar, New Berlin, IL 62670

lniemeier@pretzelpride.com

217-488-2040

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

20 U.S.C. §1232g, Family Education Rights Privacy Act.

20 U.S.C. §1400, The Individuals with Disabilities Education Act.

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

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

42 U.S.C. §12101 et seq., Americans With Disabilities Act; 28 C.F.R. Part 35.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

5 ILCS 415/10(a)(2), Government Severance Pay Act.

5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.

410 ILCS 513/, Ill. Genetic Information Privacy Act.

740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

775 ILCS 5/, Ill. Human Rights Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

PRESSPlus 2. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 3. A district must prominently display its Title IX nondiscrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and policy 2:265, *Title IX Grievance Procedure*) and contact information for its Title IX Coordinator on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's

Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

Document Status: Draft Update

2:120-E2 Exhibit - Website Listing of Development and Training Completed by Board Members

District website administrator master: [PRESSPlus1](#) Post this template (including the explanatory paragraphs) on the District's website and update the table as information is provided.

Each Illinois school board member who is elected or appointed to fill a vacancy of at least one year's duration must complete State-mandated *professional development and leadership training* (PDLT) and *Open Meetings Act* (OMA) training. State-mandated training is also required for board members who want to vote upon a dismissal based upon the *Performance Evaluation Reform Act*. For additional information, see Board policy 2:120, *Board Member Development*.

The following table contains State-mandated training requirements that were completed by each Board member. When the Illinois Association of School Boards (IASB) provided the training, the acronym "IASB" follows the listed activity.

Name	Development and Training Activity and Provider

IASB is a voluntary organization of local boards of education dedicated to strengthening the Illinois public schools through local citizen control. Although not a part of State government, IASB is organized by member school boards as a private not-for-profit corporation under authority granted by Article 23 of the School Code. The vision of IASB is excellence in local school governance in support of quality public education.

For more information regarding IASB and its programs visit www.iasb.com.

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

2:220-E4 Exhibit - Open Meeting Minutes

[PRESSPlus1](#)

Meeting Minutes Protocol

1. Meeting minutes are the permanent record of the proceedings during a Board of Education meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of **Board** members making specific points during discussion. Requests from individual Board members to include their vote or an opinion **in the minutes** [PRESSPlus2](#) are handled according to Board policy 2:220, *Board of Education Meeting Procedure*.
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective **but positive/constructive** tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes.

Open Meeting Minutes

Date:	Time:
Location:	

Type of meeting: ☐ Regular ☐ Special ☐ Reconvened or rescheduled ☐ Emergency

Name of person taking the minutes:

Name of person presiding:

Members in attendance:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Members absent:

- 1.
- 2.
- 3.

Approval of Agenda

List any items removed from the consent agenda:

Motion made by:

Motion: ☐ To approve

☐ To add items as follows: *(No action may be taken on new agenda items.)*

Motion seconded by: _____

Action: ☐ Passed ☐ Failed

Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on:

Motion made by:

Motion: ☐ To approve

☐ To approve subject to incorporation of the following amendment(s):

Motion seconded by: _____

Action: ☐ Passed ☐ Failed

Approval of Items on Consent Agenda *(This may include expense advancements, reimbursements, and/or purchase orders regulated by the Local Government Travel Expense Control Act (see Board policies 2:125, Board Member Compensation; Expenses, and 5:60, Expenses)*

Summary of discussion:

Motion to approve the consent agenda made by:

Motion seconded by: _____

Roll Call: *(Needed when consent agenda contains an item involving the expenditure of money.)*

"Yeas"

"Nays"

Action: ☐ Passed ☐ Failed

Public Comments *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name:

Topic:

Remaining Agenda Items *(Reproduce this section for each agenda item.)*

Agenda item:

Summary of discussion:

Motion made by:

Motion to:

Motion seconded by: _____

Action: ☐ Passed ☐ Failed

(If a roll call vote occurred, record the vote of individual Board members.)

"Yeas"

"Nays"

If Applicable, Approval of Motion to Adjourn to Closed Meeting *(Insert exhibit 2:220-E2, Motion to Adjourn to Closed Meeting.)*

Approval of Motion to Adjourn

Motion to adjourn made by:

Motion seconded by: _____

Action: ☐ Passed ☐ Failed

Time of adjournment: _____

Post-Meeting Action

Date minutes approved: _____

Date minutes were available for public inspection: _____

Date minutes were posted on District website: _____

PRESSPlus Comments

PRESSPlus 1. The footnote information previously included above within a popup note has been deleted. Footnotes are not intended to be included in an adopted policy and/or implemented board exhibit. Up-to-date footnote information can be found by viewing the Policy Reference Manual samples available at PRESS Online by logging in at www.iasb.com. **Issue 119, June 2025**

PRESSPlus 2. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

2:220-E7 Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings. 5 ILCS 120/2.06(e). The following subheads implement the logistics of granting this access.

Note: *If the board wishes to mirror the statutory language, replace checkboxes below with: "☐ Records Secretary; ☐ Administrative official of the public body; and ☐ Any elected official of the public body."*

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date:		Time:		Storage Location:
Name of person(s) responsible for storing the closed meeting minutes:				
☐ Access granted				
Date access occurred:		Start time:		
Requesting Board member's name <i>(Please print)</i>				
In the presence of: <i>(Check appropriate box and insert name on line.)</i> PRESSPlus1				
☐ Recording Secretary				
☐ Superintendent or designated administrator				
☐ Elected Board member				

For requesting Board member: *(Read the following and sign below)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the

closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature _____ Date _____

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date:		Time:		Storage Location:	
Name of person(s) responsible for storing the verbatim recording:					
☐ Access granted					
Date access occurred:		Start time:		End time:	
Requesting Board member's name <i>(Please print)</i>					
In the presence of: <i>(Check appropriate box and insert name on line.)</i>					
☐ Recording Secretary					
☐ Superintendent or designated administrator					
☐ Elected Board member					
☐ Access denied ☐ Access unavailable. Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).					

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session, I acknowledge and understand that any disclosures by me of information in the verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature _____ Date _____

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

4:15 Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes cybersecurity and other measures to safeguard information including: [PRESSPlus1](#) (1) *protected personally identifiable information*, (2) other types of

information that a federal **awarding** agency, pass-through **agency** entity, or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.:

2 C.F.R. §200.303(e).

5 ILCS 179/, Identity Protection Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 205/3, Local Records Act.

105 ILCS 10/, Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 2 C.F.R Part 200, amended by 89 Fed. Reg 30046, addressing the safeguarding of information under grant awards and updating the definitions for *personally identifiable information* and *protected personally identifiable information*.

Personally Identifiable Information (PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some PII is available in public sources such as telephone books and websites. This was previously defined as *public personally identifiable information* (Public PII), but 2024 revisions to 2 C.F.R. Part 200 have deleted Public PII as a definition. The definition of PII is not attached to any single category of information or technology. Instead, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that could be used to identify an individual when combined with other available information. 2 C.F.R. §200.1.

Protected personally identifiable information (Protected PII) means PII, except for certain types of PII that must be disclosed by law. 2024 revisions to 2 C.F.R. Part 200 eliminated examples of Protected PII and instead only list examples of PII within the definition of Protected PII at 2 C.F.R. §200.1, which may indicate broadening of the definition of Protected PII. See 89 Fed. Reg. 79732. Before the 2024 revisions, examples of Protected PII contained in the regulation included, but were not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, and educational transcripts. 2 C.F.R. §200.1. Consult the board attorney for guidance in this area. See sample administrative procedure 4:15-AP2, *Treatment of Personally Identifiable Information Under*

Grant Awards, available at PRESS Online by logging in at www.iasb.com. Protected PII is similar to, but broader than, the definition of *personal information* under PIPA. **Issue 118, April 2025**

Document Status: Draft Update

4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$510,000^{PRESSPlus1} and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that

is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition and, when permitted by the terms and conditions of the award, the retention [PRESSPlus2](#) of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$5,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

2 C.F.R. §200 et seq.

30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 et seq.

105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.

23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046. A minimum threshold of \$10,000, or a lesser amount established by the board, and useful life greater than one year complies with the definition of *equipment* under federal grant rules. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046. **Issue 118, April 2025**

Document Status: Draft Update

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX. [PRESSPlus1](#)

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670

jlarrison@pretzelpride.com

217-488-2040

Complaint Managers:

Lori Niemeier, CSBO

600 N. Cedar, New Berlin, IL 62670

lniemeier@pretzelpride.com

217-488-2040

Brandon Radford, JH Principal

300 Ellis St., New Berlin, IL 62670

bradford@pretzelpride.com

217-488-6012

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

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

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §218d, Fair Labor Standards Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §701 et seq., Rehabilitation Act of 1973.

38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 et seq., Civil Rights Act of 1991.

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

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act; 29 C.F.R. Part 1636.

42 U.S.C. §2000e(k), Pregnancy Discrimination Act.

42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

PRESSPlus Comments

PRESSPlus 1. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

Document Status: Draft Update

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The District shall provide a workplace 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. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in

the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, Title IX Coordinator, and/or a Complaint Manager. An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, PRESSPlus1 and Complaint Managers. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670

jl Larson@pretzelpride.com

217-488-2040

Complaint Managers:

Lori Niemeier, CFO

600 N. Cedar, New Berlin, IL 62670

lniemeier@pretzelpride.com

217-488-2040

Brandon Radford, JH Principal

300 Ellis St., New Berlin, IL 62670

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217-488-6012

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

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

For any report or complaint alleging sexual-based PRESSPlus2 harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Title IX Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

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

Prohibited.

For any other alleged workplace harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.:

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.

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

5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.

775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Vance v. Ball State Univ., 570 U.S. 421 (2013).

Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).

Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).

Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

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

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. Please [click here to submit the name and contact information](#) that will be applied to

each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the

District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible,

deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

2 C.F.R. §200.4754. [PRESSPlus1](#)

30 ILCS 708/130, Grant Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 118, April 2025**

Document Status: Draft Update

5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:

1. Health conditions of students, including but not limited to training on:
 - a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
 - b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
 - c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
 - d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
 - e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
 - f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated

into instructional practices across all grades and subjects.

3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11.
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
 - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
 - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
 - c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
 - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
 - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
 - a. Teacher-student conduct;
 - b. School employee-student conduct; and
 - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following:

1. Ongoing professional development for ~~teachers, administrators,~~ all school personnel and school resource officers, ~~and staff regarding~~ on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, *trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b)*, [PRESSPlus1](#) the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain

documentation for a three-year period.

3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all District staff, annual sexual harassment prevention training.
9. Title IX requirements for training in accordance with 34 C.F.R. §Part 106.8(d) (see Board policy 2:265, *Title IX Grievance Procedure*).
10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*). [PRESSPlus2](#)

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

LEGAL REF.:

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

42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, ~~and 5/24-5,~~ and 5/26A.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 145/25, Care of Students with Diabetes Act

105 ILCS 150/25, Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/26A-25 and 26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, which requires each designated Article 26A Resource Person to either (1) be trained to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence, including training in the subjects set forth in 105 ILCS 5/26A-35(b)(i), or (2) have participated in an in-service training program under 105 ILCS 5/10-22.39(d) that includes training on the rights of minors to consent to counseling services and psychotherapy under the Mental Health and Developmental Disabilities Code within 12 months prior to designation. However, 105 ILCS 5/10-22.39(d) was deleted by P.A. 103-542 and its training contents are in 105 ILCS 5/10-22.39(b-25).

105 ILCS 5/26A-25(b)(1), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requires employees whose duties include resolution of Article 26A complaints to initially complete at least eight hours of training on issues related to domestic and sexual violence and how to conduct the district's complaint resolution procedure, and to complete six hours of training annually thereafter. Such training must be conducted by individual(s) with expertise in domestic or sexual violence in youth and expertise in developmentally appropriate communications with elementary and secondary students regarding topics of a sexual, violent, or sensitive nature. See sample administrative procedures 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

See pp. 28-30 of the June 2024 report of the second ESS Task Force for existing training

requirements that may be suitable to fulfill Article 26A training requirements, at:
www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. **Issue 118, April 2025**

Document Status: Draft Update

6:150 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Ill. State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A, will be provided home instruction, correspondence courses, or other courses of instruction under the following circumstances: [PRESSPlus1](#)

1. ~~(1) b~~ Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, ~~and (2) f~~
2. For up to three months after the child's birth or a miscarriage. [PRESSPlus2](#)
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the District, in writing, that the child has a serious health condition [PRESSPlus3](#) that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the District, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization, as defined in 105 ILCS 5/26A, informs the District, in writing, that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The District may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.:

105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.

23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunities), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence).

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6a, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. Number 2 does not require a written statement from a physician, physician assistant, or advanced practice registered nurse. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. **Issue 118, April 2025**

PRESSPlus 3. *Serious health condition* means an illness, injury, impairment, or physical or mental health condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider that is not controlled by medication alone. **Issue 118, April 2025**

Document Status: Draft Update

6:235 Access to Electronic Networks

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

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

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

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

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

Curriculum and Appropriate Online Behavior

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

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

Acceptable Use

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

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Use of Artificial Intelligence (AI)-Enabled Tools [PRESSPlus1](#)

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, *School District Philosophy*, and 7:345, *Use of Educational Technologies*.

To implement the use of AI-enabled tools in the District, the Superintendent or designee shall:

1. Develop a District-wide AI Plan that addresses the District's approach to the integration of AI;
2. Based on the District-wide AI Plan, establish AI Responsible Use Guidelines to address the responsible use of AI in the District by students and staff;
3. Ensure that AI-enabled tools comply with State and federal law;
4. Ensure that staff receive training and students receive instruction on the use of AI, as appropriate; and
5. Review the District's AI Plan and AI Responsible Use Guidelines on an annual basis and update them as needed.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of*

the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:

20 U.S.C. §7131, Elementary and Secondary Education Act.

47 U.S.C. §254(h) and (l), Children's Internet Protection Act.

47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

PRESSPlus 1. Optional. Artificial intelligence is a rapidly evolving and complex technology that implicates many unsettled legal and ethical issues. This content contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

A Statewide Generative AI and Natural Language Processing Taskforce issued a report to the General Assembly in December 2024 (<https://doit.illinois.gov/content/dam/soi/en/web/doit/meetings/ai-taskforce/reports/2024-gen-ai-task-force-report.pdf>) that recommended the Ill. State Board of Education provide guidance on the use of AI in schools, best practices, and educator training. The U.S. Dept. of Education released a toolkit to assist education leaders with the safe, ethical, and equitable integration of AI within education systems, available at: http://downloads.microscribepub.com/il/press/federal_resources/FINAL-ED-OET-EdLeaders-AI-Toolkit-10.29.24_20250221.pdf. Note: This resource may no longer be available on a federal government website but is being maintained at PRESS Online to provide consistent subscriber access.

Adopting policy language that addresses AI provides (a) a way for boards to monitor how this technology is being used in the district, and (b) an opportunity for the board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Before adoption of this subhead, the board may want to have a conversation with the superintendent to determine how local conditions, resources, and current practices will support the full implementation of a policy that addresses AI and its goals. The use of AI will be most effective when the policy reflects local conditions and circumstances. Consult the board attorney about these issues. See sample administrative procedure 6:235-AP3, *Development of Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*, available at PRESS Online by logging in at www.iasb.com, for a suggested framework for developing an AI plan and guidelines. **Issue 118, April 2025**

Document Status: Draft Update

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, immigration status, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination complaint by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Sex Equity

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

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Any student may file a sexual harassment discrimination [PRESSPlus1](#) complaint by using Board policy 2:265, *Title IX Grievance Procedure*.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, ~~who also serves as the District's~~ [and a](#) Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.:

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

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

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

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, 5/26A, and 5/27-1.

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

775 ILCS 35/5, Religious Freedom Restoration Act.

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

7:20 Harassment of Students Prohibited

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

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, 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.~~ [PRESSPlus1](#)

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator, [Title IX Coordinator](#), [PRESSPlus2](#) and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, [Title IX Coordinator](#), and Complaint Managers. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670

~~Ilse Larson, Supt.~~

jjarson@pretzelpride.com

217-488-2040

Complaint Managers:

Lori Niemeier, CSB

600 N. Cedar, New Berlin, IL 62670

lniemeier@pretzelpride.com

217-488-2040

Brandon Radford, JH Principal

300 Ellis St., New Berlin, IL 62670

bradford@pretzelpride.com

217-488-6012

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

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

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

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

For any report or complaint alleging sexual-based PRESSPlus3 harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Title IX Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

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

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

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

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

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

Retaliation Prohibited

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

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

LEGAL REF.:

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

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

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

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/26A, 5/27-1, and 5/27-23.7.

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

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

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

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

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

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure),

2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

PRESSPlus Comments

PRESSPlus 1. This sentence is stricken because the preceding sentence already states that students are encouraged to report to any employee with whom the student is comfortable speaking. **Issue 118, April 2025**

PRESSPlus 2. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

7:60 Residence

Resident Students

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

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

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

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

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

Residence of Students with Disabilities

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

Requests for Nonresident Student Admission

The District does not accept non-resident tuition students.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools pursuant to:

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

provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.

3. According to an intergovernmental agreement, including, but not limited to, an agreement for interdistrict transfer of students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A. [PRESSPlus1](#)
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

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

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.:

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, ~~and 5/14-1.11b~~, and 5/26A.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.

23 Ill.Admin.Code §1.240.

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

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

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

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

PRESSPlus Comments

PRESSPlus 1. Nonresident students may include students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *Ensuring*

Success in School Law, eff. 7-1-25. Interdistrict transfer is not required by Article 26A, but including language about it in this policy is recommended in the 2024 Ensuring Success in School (ESS) Task Force Report to the Governor and the General Assembly, available here: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. For further information about the 2024 ESS Task Force, see footnote 1 in sample policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

Document Status: Draft Update

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), [PRESSPlus1](#) observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. [PRESSPlus2](#) Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant

minors as defined in 105 ILCS 5/26-2a.

6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, ~~or~~ and information about available community agency services relevant to such students' needs. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to ~~teachers, administrators~~ all school personnel, Board members, and school resource officers, ~~and staff~~ [PRESSPlus3](#) on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Monitoring/Updating

Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.:

105 ILCS 5/22-92 and 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, ~~and 5/26-18~~, and 5/26A.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Fulfillment of a parenting responsibility* includes, but is not limited to, arranging and providing child care, caring for a sick child, attending prenatal or other medical appointments for the expectant student, and attending medical appointments for a child. *Circumstances resulting from domestic or sexual violence* includes, but is not limited to, experiencing domestic or sexual violence, recovering from physical or psychological injuries, seeking medical attention, seeking services from a domestic or sexual violence organization as defined in 105 ILCS 5/26A-10, seeking psychological or other counseling, participating in safety planning, temporarily or permanently relocating, seeking legal assistance or remedies, or taking any other action to increase the safety or health of the student or to protect the student from future domestic or sexual violence. Before an absence of three or more consecutive days that is related to domestic or sexual violence, a district may require a student to verify his or her claim of domestic or sexual violence under 105 ILCS 5/26A-45. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. **Issue 118, April 2025**

Document Status: Draft Update

7:140 Search and Seizure

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

School Property and Equipment as well as Personal Effects Left ~~There~~ On School Property [PRESSPlus1](#) by Students

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

~~This paragraph applies to student vehicles parked on school property.~~ In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a ~~certificated~~ [licensed](#) employee or liaison police officer of the same sex as the student.

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

Seizure of Property

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

authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

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

LEGAL REF.:

T.L.O. v. New Jersey, 469 U.S. 325 (1985).

Vernonia Sch. ~~901~~ Dist. 47J v. Acton, 515 U.S. 646 (1995).

Safford Unified Sch. ~~901~~ Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

~~Right to Privacy in the School Setting Act, 105 ILCS 75/~~, Right to Privacy in the School Setting Act.

Cornfield v. Consolidated High Sch. ~~901~~ Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).

People v. Dilworth, 169 Ill.2d 195 (1996), cert. denied, 116 S.Ct. 1692, 517 U.S. 1197 (1996).

People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), app. denied, 167 Ill.2d 564, ~~667 N.E. 2d 1061 (Ill.App.1, 1996).~~

~~T.L.O. v. New Jersey, 469 U.S. 325 (1985).~~

~~Vernonia School Dist. 47J v. Acton, 515 U.S. 646 (1995).~~

~~Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009).~~

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

Definitions from 105 ILCS 5/27-23.7

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

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

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

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

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

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

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, [PRESSPlus1](#) Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Jill Larson, Supt.

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217-488-2040

Complaint Managers:

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4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's

investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, III. Human Rights Act.

23 Ill.Admin.Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

PRESSPlus Comments

PRESSPlus 1. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

Document Status: Draft Update

7:185 Teen Dating Violence Prohibited

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

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

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sexual discrimination, including sex-based harassment, [PRESSPlus1](#) in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the

District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

7:190 Student Behavior

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

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - 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's 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's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

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

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. ~~Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.~~ [PRESSPlus1](#) Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Sexting, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually

explicit digitized depictions, as defined in State law. [PRESSPlus2](#)

8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
17. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to,

conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two

calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. ^{PRESSPlus3} It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by 105 ILCS 5/10-20.33 ~~needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.~~

Isolated Time Out, Time Out, and Physical Restraint

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

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look alike*s of any firearm as defined above.

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

bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

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

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

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents involving battery against staff members to the Ill. State Board of Education ISBE through its web-based School Incident Reporting System as they occur during the year and no later than August 1 July 31 PRESSPlus4 for the preceding school year.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33 PRESSPlus5 needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

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

LEGAL REF.:

20 U.S.C. §7971, Pro-Children Act of 2004.

20 U.S.C. §7961 et seq., Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.

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

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

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

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. This text is moved to #7, below. **Issue 118, April 2025**

PRESSPlus 2. This definition of sexting is adapted from Merriam-Webster's definition at www.merriam-webster.com/dictionary/sexting, and it incorporates offenses under State law that address the dissemination of explicit images. A district may wish to use another definition or create its own with the board attorney. See sample administrative procedure 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, available at PRESS Online by logging in at www.iasb.com, for definitions of the italicized terms in this paragraph and their accompanying citations. See also sample

administrative procedure 7:190-AP5, *Student Handbook - Electronic Devices*. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-100, added by P.A. 103-806. **Issue 118, April 2025**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-27.1A and and 10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling). **Issue 118, April 2025**

PRESSPlus 5. Updated in response to 105 ILCS 5/24-24, amended by P.A. 103-806. **Issue 118, April 2025**

Document Status: Draft Update

7:200 Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.

- ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - d) ~~Of~~ For a suspension of 4 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension, as determined by the Superintendent or designee.
- 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board.
 - a. At the review, the student ~~s~~ and his or her parent(s)/guardian(s) may appear with a representative of their choice and at their expense, be accompanied by a support person of their choice and at their expense, disclose any factor to be considered in mitigation (including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing. [PRESSPlus1](#)
 - b. If the review involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim. [PRESSPlus2](#)
 - c. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
 - d. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

Goss v. Lopez, 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. A representative chosen by the parent/guardian (or by the student, if emancipated) must be permitted to represent the student "throughout the proceedings and to address the school board or its appointed hearing officer." A support person chosen by the parent/guardian (or by the student, if emancipated) must also be permitted to accompany the student to any expulsion hearing or proceeding. For the definition of *support person*, see sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-22.6(b-40), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

Document Status: Draft Update

7:210 Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. Inform the student and parent(s)/guardian(s) that a representative of their choice and at their expense is permitted to represent the student throughout the proceedings and to address the Board or its hearing officer. [PRESSPlus1](#)
 - e. Inform the student and parent(s)/guardian(s) that a support person [PRESSPlus2](#) of their choice and at their expense is permitted to accompany the student throughout the proceedings.
 - f. List the student's prior suspension(s).
 - g. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - h. Ask that the student or parent(s)/guardian(s) ~~or attorney~~ inform the Superintendent or Board Attorney if the student will ~~be represented by an attorney~~ appear with a representative and/or support person and, if so, provide the attorney's name(s) and contact information for the representative and/or support person.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
4. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged.
 - a. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student.
 - b. The student and his or her parent(s)/guardian(s) may ~~be represented by counsel~~ appear with a representative, be accompanied by a support person, disclose any factor to be

considered in mitigation (including his or her status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing. [PRESSPlus3](#)

- c. If the expulsion hearing involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim. [PRESSPlus4](#)

- 5. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
- 6. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
- 7. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.:

Goss v. Lopez, 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development); 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

PRESSPlus Comments

PRESSPlus 1. Items d and e are required by 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. For the definition of support person, see sample administrative procedure 7:255-AP1, *Supporting Students who are Parents, Expectant Parents, or Victims of Sexual or Domestic Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 3. 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue**

118, April 2025

PRESSPlus 4. 105 ILCS 5/10-22.6(b-40), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

Document Status: Draft Update

7:250 Student Support Services

The District provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. ~~Guidance and~~ School counseling services. The Superintendent or designee shall annually inform all school personnel and students 12 years of age and older, in writing, of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550. [PRESSPlus1](#)

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

Article 26A Domestic or Sexual Violence and Parenting Resource Personnel [PRESSPlus2](#)

The Superintendent or designee will ensure that at least one staff member in each school building is designated as a resource person (Article 26A Resource Person) for students who are parents, expectant parents, or victims of domestic or sexual violence and offers those services required by 105 ILCS 5/26A. See Board policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. The Article 26A Resource Person may be a member of the building's Student Support Committee.

The Superintendent shall ensure that this policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq., and that it is respectful of student privacy, including that student records are maintained and their confidentiality protected in accordance with Board policy and District procedures. [PRESSPlus3](#)

LEGAL REF.:

105 ILCS 5/10-23.13(b), 5/10-20.59, ~~and 5/21B-25(G)~~, and 5/26A.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

405 ILCS 49/, Children's Mental Health Act.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease), 7:220 (Bus Conduct)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/26A-40(h), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. Required by 105 ILCS 5/26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 3. This policy text is based on recommendations of the second ESS Task Force. See pp. 13-14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. **Issue 118, April 2025**

Document Status: Draft Update

7:270 Administering Medicines to Students

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

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

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan. [PRESSPlus1](#)

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of

undesigned opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesigned opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesigned opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

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

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

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

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

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school

nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

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

Administration of Undesignated Medication

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

Undesignated Medication Disclaimers

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

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

LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.

105 ILCS 145/, Care of Students with Diabetes Act.

105 ILCS 150/, Seizure Smart School Act.

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

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 145/30; 105 ILCS 150/30. This is not a new requirement, but it is added to make clear in policy that self-carry may also be authorized for diabetes/seizure management. **Issue 118, April 2025**

Document Status: Draft Update

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
7. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirements comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

105 ILCS 5/10-20.30, ~~5/10-20.54~~, [PRESSPlus1](#) 5/22-80, and 25/2.

23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

7:310 Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy 7:190, Student Behavior, PRESSPlus1 and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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 publications that cause: (1) substantial disruption or a foreseeable risk of substantial disruption to school operations or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-23.7.

Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:315 (Restrictions on Publications: High Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*. **Issue 118, April 2025**

Document Status: Draft Update

7:315 Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
 - a. Commit an unlawful act;
 - b. Violate any of the District's policies; or
 - c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

6. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
7. 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;
8. 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 [7:190, Student Behavior, PRESSPlus1](#) and/or Student Handbooks;
9. Is reasonably viewed as promoting illegal drug use;
10. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
11. [Encourages or](#) incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be

disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-20.08 and 5/27-23.7.

105 ILCS 80/, Speech Rights of Student Journalists Act.

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).

Morse v. Frederick, 551 U.S. 393 (2007).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:310 (Restrictions on Publication; Elementary Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*. **Issue 118, April 2025**

Document Status: Draft Update

7:340 Student Records

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

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

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

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18).

Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.

50 ILCS 205/7, Local Records Act.

105 ILCS 5/10-20.12b, 5/10-20.40, ~~and 5/14-1.01 et seq.~~ and 5/26A-30. [PRESSPlus1](#)

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. . **Issue 118, April 2025**

Document Status: Draft Update

8:80 Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral when the gift involves the incorporation of any messages. [PRESSPlus1](#) The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

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

105 ILCS 5/16-1.

23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a

quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
3	10 - EDUCATIONAL FUND (ED)										
4	INSTRUCTION (ED)	1000									
5	Regular Programs	1100	2,702,830	864,420	36,235	554,195	11,000	11,485	0	0	4,180,165
6	Tuition Payment to Charter Schools	1115			6,505						6,505
7	Pre-K Programs	1125	193,500	47,345	2,330	25,000	1,200				269,375
8	Special Education Programs (Functions 1200 - 1220)	1200	925,940	209,585	120	19,010					1,154,655
9	Special Education Programs Pre-K	1225									0
10	Remedial and Supplemental Programs K-12	1250	82,090	18,130		28,210					128,430
11	Remedial and Supplemental Programs Pre-K	1275									0
12	Adult/Continuing Education Programs	1300									0
13	CTE Programs	1400				2,800					2,800
14	Interscholastic Programs	1500	375,000	53,075	49,000	25,655	227,000	9,200			738,930
15	Summer School Programs	1600	34,155	4,785							38,940
16	Gifted Programs	1650									0
17	Driver's Education Programs	1700									0
18	Bilingual Programs	1800									0
19	Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912									0
23	Special Education Programs Pre-K Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									0
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Student Activity Fund Expenditures	1999						430,532			430,532
34	Total Instruction¹⁴ (Without Student Activity Funds 1999)	1000	4,313,515	1,197,340	94,190	654,870	239,200	20,685	0	0	6,519,800
35	Total Instruction¹⁴ (With Student Activity Funds 1999)	1000	4,313,515	1,197,340	94,190	654,870	239,200	451,217	0	0	6,950,332
36	SUPPORT SERVICES (ED)	2000									
37	Support Services - Pupil	2100									
38	Attendance & Social Work Services	2110	130,300	35,050	1,000	2,000					168,350
39	Guidance Services	2120	93,000	22,115	1,000	5,815					121,930
40	Health Services	2130	121,950	7,940	3,500	2,000	2,000				137,390
41	Psychological Services	2140									0
42	Speech Pathology & Audiology Services	2150									0
43	Other Support Services - Pupils (Describe & Itemize)	2190	131,230	40	2,500	5,000					138,770
44	Total Support Services - Pupil	2100	476,480	65,145	8,000	14,815	2,000	0	0	0	566,440
45	Support Services - Instructional Staff	2200									
46	Improvement of Instruction Services	2210	375	90	65,180						65,645
47	Educational Media Services	2220	226,000	31,180	50,500	281,850	200,000	7,000			796,530
48	Assessment & Testing	2230									0
49	Total Support Services - Instructional Staff	2200	226,375	31,270	115,680	281,850	200,000	7,000	0	0	862,175
50	Support Services - General Administration	2300									
51	Board of Education Services	2310	1,000	3,500	63,500	5,000		13,000			86,000
52	Executive Administration Services	2320	208,530	15,780	2,730	2,500		2,800			232,340
53	Special Area Administration Services	2330	315	35	500						850
54	Tort Immunity Services	2361, 2365	0	0	0	0	0	0	0	0	0
55	Total Support Services - General Administration	2300	209,845	19,315	66,730	7,500	0	15,800	0	0	319,190
56	Support Services - School Administration	2400									
57	Office of the Principal Services	2410	584,280	126,275	24,600	6,335		4,210			745,700
58	Other Support Services - School Administration (Describe & Itemize)	2490									0

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
59	Total Support Services - School Administration	2400	584,280	126,275	24,600	6,335	0	4,210	0	0	745,700
60	Support Services - Business	2500									
61	Direction of Business Support Services	2510									0
62	Fiscal Services	2520	201,500	59,185	18,500	25,000		3,500			307,685
63	Operation & Maintenance of Plant Services	2540				4,450	34,715				39,165
64	Pupil Transportation Services	2550			255						255
65	Food Services	2560	155,120	40,615	4,500	349,255	5,500	2,500			557,490
66	Internal Services	2570									0
67	Total Support Services - Business	2500	356,620	99,800	23,255	378,705	40,215	6,000	0	0	904,595
68	Support Services - Central	2600									
69	Direction of Central Support Services	2610									0
70	Planning, Research, Development & Evaluation Services	2620									0
71	Information Services	2630									0
72	Staff Services	2640									0
73	Data Processing Services	2660									0
74	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
75	Other Support Services - Misc. (Describe & Itemize)	2900				2,900					2,900
76	Total Support Services	2000	1,853,600	341,805	238,265	692,105	242,215	33,010	0	0	3,401,000
77	COMMUNITY SERVICES (ED)	3000	520		340	1,500					2,360
78	PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
79	Payments to Other Dist & Govt Units (In-State)	4100									
80	Payments for Regular Programs	4110									0
81	Payments for Special Education Programs	4120						912,430			912,430
82	Payments for Adult/Continuing Education Programs	4130									0
83	Payments for CTE Programs	4140						104,000			104,000
84	Payments for Community College Programs	4170									0
85	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
86	Total Payments to Other Dist & Govt Units (In-State)	4100			0			1,016,430			1,016,430
87	Payments for Regular Programs - Tuition	4210									0
88	Payments for Special Education Programs - Tuition	4220									0
89	Payments for Adult/Continuing Education Programs - Tuition	4230									0
90	Payments for CTE Programs - Tuition	4240									0
91	Payments for Community College Programs - Tuition	4270									0
92	Payments for Other Programs - Tuition	4280									0
93	Other Payments to In-State Govt Units - Tuition (Describe & Itemize)	4290									0
94	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
95	Payments for Regular Programs - Transfers	4310									0
96	Payments for Special Education Programs - Transfers	4320									0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
98	Payments for CTE Programs - Transfers	4340									0
99	Payments for Community College Program - Transfers	4370									0
100	Payments for Other Programs - Transfers	4380									0
101	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
102	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
103	Payments to Other Dist & Govt Units (Out of State)	4400									0
104	Total Payments to Other Dist & Govt Units	4000			0			1,016,430			1,016,430
105	DEBT SERVICE (ED)	5000									
106	Debt Service - Interest on Short-Term Debt	5100									
107	Tax Anticipation Warrants	5110									0
108	Tax Anticipation Notes	5120									0
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
110	State Aid Anticipation Certificates	5140									0
111	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
112	Total Debt Service - Interest on Short-Term Debt	5100						0			0
113	Debt Service - Interest on Long-Term Debt	5200									0
114	Total Debt Service	5000						0			0
115	PROVISION FOR CONTINGENCIES (ED)	6000									0

	A	B	C	D	E	F	G	H	I	J	K						
1	Description: Enter Whole Numbers Only		(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)						
2		Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total						
116	Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		6,167,635	1,539,145	332,795	1,348,475	481,415	1,070,125	0	0	10,939,590						
117	Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		6,167,635	1,539,145	332,795	1,348,475	481,415	1,500,657	0	0	11,370,122						
118	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Student Activity Funds 1999)										(1,724,330)						
119	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (with Student Activity Funds 1999)										(2,154,862)						
120																	
121	20 - OPERATIONS AND MAINTENANCE FUND (O&M)																
122	SUPPORT SERVICES (O&M)	2000															
123	Support Services - Pupil	2100															
124	Other Support Services - Pupils (Describe & Itemize)	2190									0						
125	Support Services - Business	2500															
126	Direction of Business Support Services	2510									0						
127	Facilities Acquisition & Construction Services	2530									0						
128	Operation & Maintenance of Plant Services	2540	481,500	93,265	263,555	349,200	79,930				1,267,450						
129	Pupil Transportation Services	2550					3,900				3,900						
130	Food Services	2560									0						
131	Total Support Services - Business	2500	481,500	93,265	263,555	349,200	83,830	0	0	0	1,271,350						
132	Other Support Services - Misc. (Describe & Itemize)	2900									0						
133	Total Support Services	2000	481,500	93,265	263,555	349,200	83,830	0	0	0	1,271,350						
134	COMMUNITY SERVICES (O&M)	3000									0						
135	PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000															
136	Payments to Other Dist & Govt Units (In-State)	4100															
137	Payments for Regular Programs	4110									0						
138	Payments for Special Education Programs	4120									0						
139	Payments for CTE Program	4140						33,340			33,340						
140	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0						
141	Total Payments to Other Dist & Govt Units (In-State)	4100						0			33,340	33,340					
142	Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0						
143	Total Payments to Other Dist & Govt Unit	4000						0			33,340	33,340					
144	DEBT SERVICE (O&M)	5000															
145	Debt Service - Interest on Short-Term Debt	5100															
146	Tax Anticipation Warrants	5110															
147	Tax Anticipation Notes	5120		0													
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130		0													
149	State Aid Anticipation Certificates	5140		0													
150	Other Interest on Short-Term Debt (Describe & Itemize)	5150		0													
151	Total Debt Service - Interest on Short-Term Debt	5100		0													
152	Debt Service - Interest on Long-Term Debt	5200		0													
153	Total Debt Service	5000		0													
154	PROVISION FOR CONTINGENCIES (O&M)	6000															
155	Total Direct Disbursements/Expenditures		481,500	93,265	263,555	349,200	83,830	33,340	0	0	1,304,690						
156	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										59,545						
157																	
158	30 - DEBT SERVICE FUND (DS)																
159	PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000															
160	Payments to Other Dist & Govt Units (In-State)	4100															
161	Payments for Regular Programs	4110									0						
162	Payments for Special Education Programs	4120									0						
163	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0						
164	Total Payments to Other Dist & Govt Units (In-State)	4000						0			0						
165	DEBT SERVICE (DS)	5000															
166	Debt Service - Interest on Short-Term Debt	5100															
167	Tax Anticipation Warrants	5110									0						
168	Tax Anticipation Notes	5120									0						
169	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0						

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
170	State Aid Anticipation Certificates	5140									0
171	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
172	Total Debt Service - Interest On Short-Term Debt	5100						0			0
173	Debt Service - Interest on Long-Term Debt	5200						1,356,955			1,356,955
174	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ <i>(Lease/Purchase Principal Retired) (Describe & Itemize)</i>	5300						930,700			930,700
175	Debt Service - Other <i>(Describe & Itemize)</i>	5400									0
176	Total Debt Service	5000			0			2,287,655			2,287,655
177	PROVISION FOR CONTINGENCIES (DS)	6000									0
178	Total Direct Disbursements/Expenditures				0			2,287,655			2,287,655
179	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(689,705)
180											
181	40 - TRANSPORTATION FUND (TR)										
182	SUPPORT SERVICES (TR)	2000									
183	Support Services - Pupils	2100									
184	Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190									0
185	Support Services - Business										
186	Pupil Transportation Services	2550	591,580	70,310	48,790	128,975	370,000				1,209,655
187	Other Support Services - Business <i>(Describe & Itemize)</i>	2900									0
188	Total Support Services	2000	591,580	70,310	48,790	128,975	370,000	0	0	0	1,209,655
189	COMMUNITY SERVICES (TR)	3000									0
190	PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
191	Payments to Other Dist & Govt Units (In-State)	4100									
192	Payments for Regular Program	4110									0
193	Payments for Special Education Programs	4120									0
194	Payments for Adult/Continuing Education Programs	4130									0
195	Payments for CTE Programs	4140									0
196	Payments for Community College Programs	4170									0
197	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
198	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
199	Payments to Other Dist & Govt Units (Out-of-State) <i>(Describe & Itemize)</i>	4400									0
200	Total Payments to Other Dist & Govt Units	4000			0			0			0
201	DEBT SERVICE (TR)	5000									
202	Debt Service - Interest on Short-Term Debt	5100									
203	Tax Anticipation Warrants	5110									0
204	Tax Anticipation Notes	5120									0
205	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
206	State Aid Anticipation Certificates	5140									0
207	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
208	Total Debt Service - Interest On Short-Term Debt	5100						0			0
209	Debt Service - Interest on Long-Term Debt	5200									0
210	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ <i>(Lease/Purchase Principal Retired) (Describe & Itemize)</i>	5300									0
211	Debt Service - Other <i>(Describe & Itemize)</i>	5400									0
212	Total Debt Service	5000						0			0
213	PROVISION FOR CONTINGENCIES (TR)	6000									0
214	Total Direct Disbursements/Expenditures		591,580	70,310	48,790	128,975	370,000	0	0	0	1,209,655
215	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(370,875)
216											
217	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
218	INSTRUCTION (MR/SS)	1000									
219	Regular Program	1100		68,000							68,000
220	Pre-K Programs	1125									0
221	Special Education Programs (Functions 1200-1220)	1200		60,270							60,270
222	Special Education Programs Pre-K	1225									0
223	Remedial and Supplemental Programs K-12	1250		3,995							3,995

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
224	Remedial and Supplemental Programs Pre-K	1275									0
225	Adult/Continuing Education Programs	1300									0
226	CTE Programs	1400									0
227	Interscholastic Programs	1500		21,495							21,495
228	Summer School Programs	1600		1,090							1,090
229	Gifted Programs	1650									0
230	Driver's Education Programs	1700									0
231	Bilingual Programs	1800									0
232	Truant Alternative & Optional Programs	1900									0
233	Total Instruction	1000		154,850							154,850
234	SUPPORT SERVICES (MR/SS)	2000									
235	Support Services - Pupil	2100									
236	Attendance & Social Work Services	2110		1,750							1,750
237	Guidance Services	2120		1,640							1,640
238	Health Services	2130		16,520							16,520
239	Psychological Services	2140									0
240	Speech Pathology & Audiology Services	2150									0
241	Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190		17,295							17,295
242	Total Support Services - Pupil	2100		37,205							37,205
243	Support Services - Instructional Staff	2200									
244	Improvement of Instruction Services	2210		155							155
245	Educational Media Services	2220		23,190							23,190
246	Assessment & Testing	2230									0
247	Total Support Services - Instructional Staff	2200		23,345							23,345
248	Support Services - General Administration	2300									
249	Board of Education Services	2310		260							260
250	Executive Administration Services	2320		8,075							8,075
251	Special Area Administrative Services	2330		10							10
252	Claims Paid from Self Insurance Fund	2361									0
253	Risk Management and Claims Services Payments	2365									0
254	Total Support Services - General Administration	2300		8,345							8,345
255	Support Services - School Administration	2400									
256	Office of the Principal Services	2410		26,010							26,010
257	Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
258	Total Support Services - School Administration	2400		26,010							26,010
259	Support Services - Business	2500									
260	Direction of Business Support Services	2510									0
261	Fiscal Services	2520		20,425							20,425
262	Facilities Acquisition & Construction Services	2530									0
263	Operation & Maintenance of Plant Service	2540		65,670							65,670
264	Pupil Transportation Services	2550		68,950							68,950
265	Food Services	2560		24,135							24,135
266	Internal Services	2570									0
267	Total Support Services - Business	2500		179,180							179,180
268	Support Services - Central	2600									
269	Direction of Central Support Services	2610									0
270	Planning, Research, Development & Evaluation Services	2620									0
271	Information Services	2630									0
272	Staff Services	2640									0
273	Data Processing Services	2660									0
274	Total Support Services - Central	2600		0							0
275	Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
276	Total Support Services	2000		274,085							274,085
277	COMMUNITY SERVICES (MR/SS)	3000		90							90
278	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									
279	Payments for Regular Programs	4110									0
280	Payments for Special Education Programs	4120									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
281	Payments for CTE Programs	4140									0
282	Total Payments to Other Dist & Govt Units	4000		0							0
283	DEBT SERVICE (MR/SS)	5000									
284	Debt Service - Interest on Short-Term Debt	5100									
285	Tax Anticipation Warrants	5110									0
286	Tax Anticipation Notes	5120									0
287	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
288	State Aid Anticipation Certificates	5140									0
289	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
290	Total Debt Service	5000						0			0
291	PROVISION FOR CONTINGENCIES (MR/SS)	6000									0
292	Total Direct Disbursements/Expenditures			429,025				0			429,025
293	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(59,920)
294											
295	60 - CAPITAL PROJECTS (CP)										
296	SUPPORT SERVICES (CP)	2000									
297	Support Services - Business										
298	Facilities Acquisition & Construction Services	2530			50		16,966,105				16,966,155
299	Other Support Services - Business <i>(Describe & Itemize)</i>	2900									0
300	Total Support Services	2000	0	0	50	0	16,966,105	0	0		16,966,155
301	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
302	Payments to Other Dist & Govt Units (In-State)	4100									
303	Payments to Regular Programs	4110									0
304	Payment for Special Education Programs	4120									0
305	Payment for CTE Programs	4140									0
306	Payments to Other Govt Units - Programs (In-State) <i>(Describe & Itemize)</i>	4190									0
307	Total Payments to Other Districts & Govt Units	4000			0			0			0
308	PROVISION FOR CONTINGENCIES (CP)	6000									0
309	Total Direct Disbursements/Expenditures		0	0	50	0	16,966,105	0	0		16,966,155
310	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(15,498,655)
311											
312	70 WORKING CASH FUND (WC)										
313											
314	80 - TORT FUND (TF)										
315	INSTRUCTION (TF)	1000									
316	Regular Programs	1100	0	0	0	0	0	0	0	0	0
317	Tuition Payment to Charter Schools	1115									0
318	Pre-K Programs	1125									0
319	Special Education Programs (Functions 1200 - 1220)	1200									0
320	Special Education Programs Pre-K	1225									0
321	Remedial and Supplemental Programs K-12	1250									0
322	Remedial and Supplemental Programs Pre-K	1275									0
323	Adult/Continuing Education Programs	1300									0
324	CTE Programs	1400									0
325	Interscholastic Programs	1500									0
326	Summer School Programs	1600									0
327	Gifted Programs	1650									0
328	Driver's Education Programs	1700									0
329	Bilingual Programs	1800									0
330	Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
331	Pre-K Programs - Private Tuition	1910									0
332	Regular K-12 Programs Private Tuition	1911									0
333	Special Education Programs K-12 Private Tuition	1912									0
334	Special Education Programs Pre-K Tuition	1913									0
335	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
336	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
337	Adult/Continuing Education Programs Private Tuition	1916									0
338	CTE Programs Private Tuition	1917									0
339	Interscholastic Programs Private Tuition	1918									0
340	Summer School Programs Private Tuition	1919									0
341	Gifted Programs Private Tuition	1920									0
342	Bilingual Programs Private Tuition	1921									0
343	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
344	Total Instruction¹⁴	1000	0	0	0	0	0	0	0	0	0
345	SUPPORT SERVICES (TF)	2000									
346	Support Services - Pupil	2100									
347	Attendance & Social Work Services	2110									0
348	Guidance Services	2120									0
349	Health Services	2130									0
350	Psychological Services	2140									0
351	Speech Pathology & Audiology Services	2150									0
352	Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190									0
353	Total Support Services - Pupil	2100	0	0	0	0	0	0	0	0	0
354	Support Services - Instructional Staff	2200									
355	Improvement of Instruction Services	2210									0
356	Educational Media Services	2220									0
357	Assessment & Testing	2230									0
358	Total Support Services - Instructional Staff	2200	0	0	0	0	0	0	0	0	0
359	Support Services - General Administration	2300									
360	Board of Education Services	2310									0
361	Executive Administration Services	2320									0
362	Special Area Administration Services	2330									0
363	Claims Paid from Self Insurance Fund	2361									0
364	Risk Management and Claims Services Payments	2365			467,880		102,500				570,380
365	Total Support Services - General Administration	2300	0	0	467,880	0	102,500	0	0	0	570,380
366	Support Services - School Administration	2400									
367	Office of the Principal Services	2410									0
368	Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
369	Total Support Services - School Administration	2400	0	0	0	0	0	0	0	0	0
370	Support Services - Business	2500									
371	Direction of Business Support Services	2510									0
372	Fiscal Services	2520									0
373	Facilities Acquisition & Construction Services	2530									0
374	Operation & Maintenance of Plant Services	2540									0
375	Pupil Transportation Services	2550									0
376	Food Services	2560									0
377	Internal Services	2570									0
378	Total Support Services - Business	2500	0	0	0	0	0	0	0	0	0
379	Support Services - Central	2600									
380	Direction of Central Support Services	2610									0
381	Planning, Research, Development & Evaluation Services	2620									0
382	Information Services	2630									0
383	Staff Services	2640									0
384	Data Processing Services	2660									0
385	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
386	Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
387	Total Support Services	2000	0	0	467,880	0	102,500	0	0	0	570,380
388	COMMUNITY SERVICES (TF)	3000									0
389	PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
390	Payments to Other Dist & Govt Units (In-State)	4100									
391	Payments for Regular Programs	4110									0
392	Payments for Special Education Programs	4120									0
393	Payments for Adult/Continuing Education Programs	4130									0

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
394	Payments for CTE Programs	4140									0
395	Payments for Community College Programs	4170									0
396	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
397	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
398	Payments for Regular Programs - Tuition	4210									0
399	Payments for Special Education Programs - Tuition	4220									0
400	Payments for Adult/Continuing Education Programs - Tuition	4230									0
401	Payments for CTE Programs - Tuition	4240									0
402	Payments for Community College Programs - Tuition	4270									0
403	Payments for Other Programs - Tuition	4280									0
404	Other Payments to In-State Govt Units - Tuition (Describe & Itemize)	4290									0
405	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
406	Payments for Regular Programs - Transfers	4310									0
407	Payments for Special Education Programs - Transfers	4320									0
408	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
409	Payments for CTE Programs - Transfers	4340									0
410	Payments for Community College Program - Transfers	4370									0
411	Payments for Other Programs - Transfers	4380									0
412	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
413	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
414	Payments to Other Dist & Govt Units (Out of State)	4400									0
415	Total Payments to Other Dist & Govt Units	4000			0			0			0
416	DEBT SERVICE (TF)	5000									
417	Debt Service - Interest on Short-Term Debt										
418	Tax Anticipation Warrants	5110									0
419	Tax Anticipation Notes	5120									0
420	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
421	State Aid Anticipation Certificates	5140									0
422	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
423	Debt Service - Interest on Long-Term Debt	5200									0
424	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
425	Debt Service - Other (Describe & Itemize)	5400									0
426	Total Debt Service	5000			0			0			0
427	PROVISION FOR CONTINGENCIES (TF)	6000									0
428	Total Direct Disbursements/Expenditures		0	0	467,880	0	102,500	0	0	0	570,380
429	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										25,295
430											
431	90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
432	SUPPORT SERVICES (FP&S)	2000									
433	Support Services - Business	2500									
434	Facilities Acquisition & Construction Services	2530					436,945				436,945
435	Operation & Maintenance of Plant Service	2540									0
436	Total Support Services - Business	2500	0	0	0	0	436,945	0	0		436,945
437	Other Support Services - Misc. (Describe & Itemize)	2900									0
438	Total Support Services	2000	0	0	0	0	436,945	0	0		436,945
439	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
440	Payments to Regular Programs	4110									0
441	Payments to Special Education Programs	4120									0
442	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
443	Total Payments to Other Districts & Govt Units (FPS)	4000						0			0
444	DEBT SERVICE (FP&S)	5000									
445	Debt Service - Interest on Short-Term Debt	5100									
446	Tax Anticipation Warrants	5110									0
447	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
448	Total Debt Service - Interest on Short-Term Debt	5100						0			0
449	Debt Service - Interest on Long-Term Debt	5200									0

	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
450	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
451	Total Debt Service	5000						0			0
452	PROVISIONS FOR CONTINGENCIES (FP&S)	6000									0
453	Total Direct Disbursements/Expenditures		0	0	0	0	436,945	0	0		436,945
454	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(251,400)

District Type:

☒ School District
☐ Joint Agreement

ILLINOIS STATE BOARD OF EDUCATION

School Business Services Division

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

☒ Cash
☐ Accrual

Is this an amended budget? Yes _____**Date of Amended Budget:** 06/26/2025
(MM/DD/YY)**District Name:** New Berlin CUSD 16**District RCDT No:** 51084016026

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

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

Budget of New Berlin CUSD 16, County of Sangamon,
State of Illinois, for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025.

WHEREAS the Board of Education of New Berlin CUSD 16,
County of Sangamon, 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 26th day of June, 2025,
notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

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

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

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

ADOPTION OF BUDGET

The budget shall be approved and signed below by members of the School Board. Adopted this 26th day of June, 2025
by a roll call vote of _____ Yeas, and _____ Nays, to wit:

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

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

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

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

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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds)1 as of July 1, 2024		1,703,349	2,606,747	747,531	578,833	235,187	2,258,938	2,713,399	0	918,455	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	7,146,120	1,364,235	1,597,950	366,670	369,105	1,467,500	144,450	445,675	135,545	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
7	STATE SOURCES	3000	1,228,395	0	0	472,110	0	0	0	150,000	50,000	
8	FEDERAL SOURCES	4000	840,745	0	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues ⁸		9,215,260	1,364,235	1,597,950	838,780	369,105	1,467,500	144,450	595,675	185,545	
10	Receipts/Revenues for "On Behalf" Payments ²	3998	523,368									
11	Total Receipts/Revenues		9,738,628	1,364,235	1,597,950	838,780	369,105	1,467,500	144,450	595,675	185,545	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	6,519,800				154,850			0		
14	SUPPORT SERVICES	2000	3,401,000	1,271,350		1,209,655	274,085	16,966,155		570,380	436,945	
15	COMMUNITY SERVICES	3000	2,360	0		0	90			0		
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	1,016,430	33,340	0	0	0	0		0	0	
17	DEBT SERVICES	5000	0	0	2,287,655	0	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures ⁹		10,939,590	1,304,690	2,287,655	1,209,655	429,025	16,966,155		570,380	436,945	
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	523,368	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		11,462,958	1,304,690	2,287,655	1,209,655	429,025	16,966,155		570,380	436,945	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(1,724,330)	59,545	(689,705)	(370,875)	(59,920)	(15,498,655)	144,450	25,295	(251,400)	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund ¹⁶	7110										
27	Abatement of the Working Cash Fund ¹⁶	7110										
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130	1,680,325									
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		680,325								
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold ⁴	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets ⁵	7300										
39	Transfer to Debt Service to Pay Principal on GASB 87 Leases	7400			0							
40	Transfer to Debt Service to Pay Interest on GASB 87 Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			680,325							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						0				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds ⁸		1,680,325	680,325	680,325	0	0	0	0	0	0	

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
47	OTHER USES OF FUNDS (8000)											
49	TRANSFER TO VARIOUS OTHER FUNDS (8100)											
50	Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							0			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130		1,680,325								
53	Transfer of Interest ⁶	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150						680,325				
55	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a} and Int Proceeds to Debt Service Fund	8170										
57	Taxes Pledged to Pay Principal on GASB 87 Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on GASB 87 Leases	8420										
59	Other Revenues Pledged to Pay Principal on GASB 87 Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on GASB 87 Leases	8440										
61	Taxes Pledged to Pay Interest on GASB 87 Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on GASB 87 Leases	8520										
63	Other Revenues Pledged to Pay Interest on GASB 87 Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on GASB 87 Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640	680,325									
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990										
79	Total Other Uses of Funds ⁹		680,325	1,680,325	0	0	0	680,325	0	0	0	
80	Total Other Sources/Uses of Fund		1,000,000	(1,000,000)	680,325	0	0	(680,325)	0	0	0	
81	ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2025		979,019	1,666,292	738,151	207,958	175,267	(13,920,042)	2,857,849	25,295	667,055	
82												
83	Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2024		274,166									
84	RECEIPTS/REVENUES (For Student Activity Funds)											
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	0									
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)											
87	Total Student Activity Direct Disbursements/Expenditures	1999	430,532									
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(430,532)									
89	Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2025		(156,366)									
90												

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
91	Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2024		1,977,515	2,606,747	747,531	578,833	235,187	2,258,938	2,713,399	0	918,455	
92	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
93	LOCAL SOURCES	1000	7,146,120	1,364,235	1,597,950	366,670	369,105	1,467,500	144,450	445,675	135,545	
94	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0	0	0	0	0	0	
95	STATE SOURCES	3000	1,228,395	0	0	472,110	0	0	0	150,000	50,000	
96	FEDERAL SOURCES	4000	840,745	0	0	0	0	0	0	0	0	
97	Total Direct Receipts/Revenues ⁸		9,215,260	1,364,235	1,597,950	838,780	369,105	1,467,500	144,450	595,675	185,545	
98	Receipts/Revenues for "On Behalf" Payments ²	3998	523,368	0	0	0	0	0	0	0	0	
99	Total Receipts/Revenues		9,738,628	1,364,235	1,597,950	838,780	369,105	1,467,500	144,450	595,675	185,545	
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
101	INSTRUCTION	1000	6,950,332				154,850			0		
102	SUPPORT SERVICES	2000	3,401,000	1,271,350		1,209,655	274,085	16,966,155		570,380	436,945	
103	COMMUNITY SERVICES	3000	2,360	0		0	90			0		
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	1,016,430	33,340	0	0	0	0		0	0	
105	DEBT SERVICES	5000	0	0	2,287,655	0	0			0	0	
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
107	Total Direct Disbursements/Expenditures ⁹		11,370,122	1,304,690	2,287,655	1,209,655	429,025	16,966,155		570,380	436,945	
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	523,368	0	0	0	0	0		0	0	
109	Total Disbursements/Expenditures		11,893,490	1,304,690	2,287,655	1,209,655	429,025	16,966,155		570,380	436,945	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(2,154,862)	59,545	(689,705)	(370,875)	(59,920)	(15,498,655)	144,450	25,295	(251,400)	
111	OTHER SOURCES/USES OF FUNDS											
112	OTHER SOURCES OF FUNDS (7000)											
113	Total Other Sources of Funds ⁸		1,680,325	680,325	680,325	0	0	0	0	0	0	
114	OTHER USES OF FUNDS (8000)											
116	Total Other Uses of Funds ⁹		680,325	1,680,325	0	0	0	680,325	0	0	0	
117	Total Other Sources/Uses of Fund		1,000,000	(1,000,000)	680,325	0	0	(680,325)	0	0	0	
118	ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2025		822,653	1,666,292	738,151	207,958	175,267	(13,920,042)	2,857,849	25,295	667,055	
119												
120	SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
121												
122	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	Total By Object
123	Object Name											
124	Salaries	100	6,167,635	481,500		591,580		0		0	0	7,240,715
125	Employee Benefits	200	1,539,145	93,265		70,310	429,025	0		0	0	2,131,745
126	Purchased Services	300	332,795	263,555	0	48,790		50		467,880	0	1,113,070
127	Supplies & Materials	400	1,348,475	349,200		128,975		0		0	0	1,826,650
128	Capital Outlay	500	481,415	83,830		370,000		16,966,105		102,500	436,945	18,440,795
129	Other Objects	600	1,070,125	33,340	2,287,655	0	0	0		0	0	3,391,120
130	Non-Capitalized Equipment	700	0	0		0		0		0	0	0
131	Termination Benefits	800	0	0	0	0				0		0
132	Total Expenditures		10,939,590	1,304,690	2,287,655	1,209,655	429,025	16,966,155		570,380	436,945	34,144,095

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	BEGINNING CASH BALANCE ON HAND (without Student Activity Funds)7 as of July 1, 2024		1,703,349	2,606,747	474,531	578,833	235,187	22,580,938	2,713,399	0	918,455
4	Total Direct Receipts & Other Sources ⁸		10,895,585	2,044,560	2,278,275	838,780	369,105	1,467,500	144,450	595,675	185,545
5	OTHER RECEIPTS										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199									
10	Total Other Receipts		0	0	0	0	0	0	0	0	0
11	Total Direct Receipts, Other Sources, & Other Receipts		10,895,585	2,044,560	2,278,275	838,780	369,105	1,467,500	144,450	595,675	185,545
12	Total Amount Available		12,598,934	4,651,307	2,752,806	1,417,613	604,292	24,048,438	2,857,849	595,675	1,104,000
13	Total Direct Disbursements & Other Uses ⁹		11,619,915	2,985,015	2,287,655	1,209,655	429,025	17,646,480	0	570,380	436,945
14	OTHER DISBURSEMENTS										
15	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	Total Other Disbursements		0	0	0	0	0	0	0	0	0
20	Total Direct Disbursements, Other Uses, & Other Disbursements		11,619,915	2,985,015	2,287,655	1,209,655	429,025	17,646,480	0	570,380	436,945
21	ENDING CASH BALANCE ON HAND (without Student Activity Funds) as of June 30, 2025		979,019	1,666,292	465,151	207,958	175,267	6,401,958	2,857,849	25,295	667,055
22											
23	Activity Funds BEGINNING CASH BALANCE ON HAND7 as of July 1, 2024		274,506								
24	Total Direct Receipts & Other Sources ⁸		0								
25	Total Amount Available		274,506								
26	Total Direct Disbursements & Other Uses ⁹		430,532								
27	Activity funds ENDING CASH BALANCE ON HAND7 as of June 30, 2025		(156,026)								
28											
29	Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds)7 as of July 1, 2024		1,977,855	2,606,747	474,531	578,833	235,187	22,580,938	2,713,399	0	918,455
30	Total Direct Receipts & Other Sources ⁸		10,895,585	2,044,560	2,278,275	838,780	369,105	1,467,500	144,450	595,675	185,545
31	Total Other Receipts		0	0	0	0	0	0	0	0	0
32	Total Direct Receipts, Other Sources, & Other Receipts		10,895,585	2,044,560	2,278,275	838,780	369,105	1,467,500	144,450	595,675	185,545
33	Total Amount Available		12,873,440	4,651,307	2,752,806	1,417,613	604,292	24,048,438	2,857,849	595,675	1,104,000
34	Total Direct Disbursements & Other Uses ⁹		12,050,447	2,985,015	2,287,655	1,209,655	429,025	17,646,480	0	570,380	436,945
35	Total Other Disbursements		0	0	0	0	0	0	0	0	0
36	Total Direct Disbursements, Other Uses, & Other Disbursements		12,050,447	2,985,015	2,287,655	1,209,655	429,025	17,646,480	0	570,380	436,945
37	Total ENDING CASH BALANCE ON HAND (with Student Activity Funds)7 as of June 30, 2025		822,993	1,666,292	465,151	207,958	175,267	6,401,958	2,857,849	25,295	667,055

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ¹¹ (1110-1120)	-	4,724,660	1,240,825	1,587,750	360,380	137,700		102,950	231,460	123,545
6	Leasing Purposes Levy ¹²	1130	226,445								
7	Special Education Purposes Levy	1140	1,717,210								
8	FICA and Medicare Only Levies	1150					223,905				
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190	44,975								
12	Total Ad Valorem Taxes Levied by District		6,713,290	1,240,825	1,587,750	360,380	361,605	0	102,950	231,460	123,545
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210									
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes ¹³	1230	117,740				3,500				
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
18	Total Payments in Lieu of Taxes		117,740	0	0	0	3,500	0	0	0	0
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311									
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321									
25	Summer School Tuition from Other Districts (In State)	1322									
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342									
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	Total Tuition		0								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411									
43	Regular Transportation Fees from Other Districts (In State)	1412									
44	Regular Transportation Fees from Other Sources (In State)	1413									
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415									
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
56	Special Education Transportation Fees from Other Districts (In State)	1442									
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	Total Transportation Fees					0					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	20,000	55,000	10,200	5,650	4,000	552,500	41,500	450	12,000
66	Gain or Loss on Sale of Investments	1520									
67	Total Earnings on Investments		20,000	55,000	10,200	5,650	4,000	552,500	41,500	450	12,000
68	FOOD SERVICE	1600									
69	Sales to Pupils - Lunch	1611	126,000								
70	Sales to Pupils - Breakfast	1612									
71	Sales to Pupils - A la Carte	1613									
72	Sales to Pupils - Other (Describe & Itemize)	1614	41,570								
73	Sales to Adults	1620	10,000								
74	Other Food Service (Describe & Itemize)	1690	2,000								
75	Total Food Service		179,570								
76	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
77	Admissions - Athletic	1711	40,000								
78	Admissions - Other	1719									
79	Fees	1720	20,000								
80	Book Store Sales	1730									
81	Other District/School Activity Revenue (Describe & Itemize)	1790									
82	Student Activity Fund Revenues	1799									
83	Total District/School Activity Income (without Student Activity Funds 1799)		60,000	0							
84	Total District/School Activity Income (with Student Activity Funds 1799)		60,000								
85	TEXTBOOK INCOME	1800									
86	Textbook Rentals - Regular Textbooks	1811	50,000								
87	Textbook Rentals - Summer School Textbooks	1812									
88	Textbook Rentals - Adult/Continuing Education Textbooks	1813									
89	Textbook Rentals - Other (Describe & Itemize)	1819									
90	Textbook Sales - Regular Textbooks	1821	475								
91	Textbook Sales - Summer School	1822									
92	Textbook Sales - Adult/Continuing Education	1823									
93	Textbook Sales - Other (Describe & Itemize)	1829									
94	Other Textbook Income (Describe & Itemize)	1890									
95	Total Textbooks		50,475								
96	OTHER REVENUE FROM LOCAL SOURCES	1900									
97	Rentals	1910	45	3,050							
98	Contributions and Donations from Private Sources	1920									
99	Impact Fees from Municipal or County Governments	1930									
100	Services Provided Other Districts	1940									
101	Refund of Prior Years' Expenditures	1950								213,765	
102	Payments of Surplus Moneys from TIF Districts	1960		45,360							
103	Drivers' Education Fees	1970	5,000								
104	Proceeds from Vendors' Contracts	1980	0	0	0	0	0	0	0	0	0
105	School Facility Occupation Tax Proceeds	1983						915,000			
106	Payment from Other Districts	1991									
107	Sale of Vocational Projects	1992									
108	Other Local Fees (Describe & Itemize)	1993									
109	Other Local Revenues (Describe & Itemize)	1999		20,000		640					

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
110	Total Other Revenue from Local Sources		5,045	68,410	0	640	0	915,000	0	213,765	0
111	Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	7,146,120	1,364,235	1,597,950	366,670	369,105	1,467,500	144,450	445,675	135,545
112	Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		7,146,120								
113	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)										
114	Flow-Through Revenue from State Sources	2100									
115	Flow-Through Revenue from Federal Sources	2200									
116	Other Flow-Through Revenue (Describe & Itemize)	2300									
117	Total Flow-Through Receipts/Revenues From One District to Another District	2000	0	0		0	0				
118	RECEIPTS/REVENUES FROM STATE SOURCES (3000)										
119	UNRESTRICTED GRANTS-IN-AID (3001-3099)										
120	Evidence Based Funding Formula (Section 18-8.15)	3001	880,810							150,000	
121	Reorganization Incentives (Accounts 3005-3021)	3005									
122	Fast Growth District Grants	3030									
123	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
124	Total Unrestricted Grants-In-Aid		880,810	0	0	0	0	0		150,000	0
125	RESTRICTED GRANTS-IN-AID (3100-3900)										
126	SPECIAL EDUCATION										
127	Special Education - Private Facility Tuition	3100									
128	Special Education - Funding for Children Requiring Sp Ed Services	3105									
129	Special Education - Personnel	3110									
130	Special Education - Orphanage - Individual	3120	30,700								
131	Special Education - Orphanage - Summer Individual	3130									
132	Special Education - Summer School	3145									
133	Special Education - Other (Describe & Itemize)	3199									
134	Total Special Education		30,700	0		0					
135	CAREER AND TECHNICAL EDUCATION (CTE)										
136	CTE - Technical Education - Tech Prep	3200									
137	CTE - Secondary Program Improvement (CTEI)	3220	24,500								
138	CTE - WECEP	3225									
139	CTE - Agriculture Education	3235	14,510								
140	CTE - Instructor Practicum	3240									
141	CTE - Student Organizations	3270									
142	CTE - Other (Describe & Itemize)	3299	850								
143	Total Career and Technical Education		39,860	0			0				
144	BILINGUAL EDUCATION										
145	Bilingual Education - Downstate - TPI and TBE	3305									
146	Bilingual Education - Downstate - Transitional Bilingual Education	3310									
147	Total Bilingual Education		0				0				
148	State Free Lunch & Breakfast	3360	2,500								
149	School Breakfast Initiative	3365									
150	Driver Education	3370	7,500								
151	Adult Education (from ICCB)	3410									
152	Adult Education - Other (Describe & Itemize)	3499									
153	TRANSPORTATION										
154	Transportation - Regular and Vocational	3500				293,760					
155	Transportation - Special Education	3510				178,350					
156	Transportation - Other (Describe & Itemize)	3599									
157	Total Transportation		0	0		472,110	0				
158	Learning Improvement - Change Grants	3610									
159	Scientific Literacy	3660									

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
160	Truant Alternative/Optional Education	3695									
161	Early Childhood - Block Grant	3705	267,025								
162	Chicago General Education Block Grant	3766									
163	Chicago Educational Services Block Grant	3767									
164	School Safety & Educational Improvement Block Grant	3775									
165	Technology - Technology for Success	3780									
166	State Charter Schools	3815									
167	Extended Learning Opportunities - Summer Bridges	3825									
168	Infrastructure Improvements - Planning/Construction	3920									
169	School Infrastructure - Maintenance Projects	3925									50,000
170	Other Restricted Revenue from State Sources <i>(Describe & Itemize)</i>	3999									
171	Total Restricted Grants-In-Aid		347,585	0	0	472,110	0	0	0	0	50,000
172	Total Receipts/Revenues from State Sources	3000	1,228,395	0	0	472,110	0	0	0	150,000	50,000
173	RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)										
174	UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)										
175	Federal Impact Aid	4001									
176	Other Unrestricted Grants-In-Aid Received from Fed. Govt. <i>(Describe & Itemize)</i>	4009									
177	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0	0	0	0	0
178	RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
179	Head Start	4045									
180	Construction (Impact Aid)	4050									
181	MAGNET	4060									
182	Other Restricted Grants-In-Aid Received from Fed. Govt. <i>(Describe & Itemize)</i>	4090									
183	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0			0
184	RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)										
185	TITLE V										
186	Title V - Flexibility and Accountability	4100									
187	Title V - SEA Projects	4105									
188	Title V - Rural Education Initiative (REI)	4107									
189	Title V - Other <i>(Describe & Itemize)</i>	4199									
190	Total Title V		0	0		0	0				
191	FOOD SERVICE										
192	Breakfast Start-Up Expansion	4200									
193	National School Lunch Program	4210	167,467								
194	Special Milk Program	4215									
195	School Breakfast Program	4220	32,165								
196	Summer Food Service Admin/Program	4225									
197	Child and Adult Care Food Program	4226									
198	Fresh Fruit and Vegetables	4240									
199	Food Service - Other <i>(Describe & Itemize)</i>	4299									
200	Total Food Service		199,632				0				
201	TITLE I										
202	Title I - Low Income	4300	109,610								
203	Title I - Low Income - Neglected, Private	4305									
204	Title I - Migrant Education	4340									
205	Title I - Other <i>(Describe & Itemize)</i>	4399									
206	Total Title I		109,610	0		0	0				
207	TITLE IV										
208	Title IV - Student Support & Academic Enrichment Grant	4400									
209	Title IV - Part A - Student Support & Academic Enrichment Grants Safe and Drug Free Schools	4415									

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
210	Title IV - 21st Century	4421									
211	Title IV - Other (Describe & Itemize)	4499									
212	Total Title IV		0	0		0	0				
213	FEDERAL - SPECIAL EDUCATION										
214	Federal Special Education - Preschool Flow-Through	4600	7,630								
215	Federal Special Education - Preschool Discretionary	4605									
216	Federal Special Education - IDEA Flow Through	4620	211,783								
217	Federal Special Education - IDEA Room & Board	4625									
218	Federal Special Education - IDEA Discretionary	4630									
219	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
220	Total Federal Special Education		219,413	0		0	0				
221	CTE - PERKINS										
222	CTE - Perkins-Title III E Tech Prep	4770									
223	CTE - Other (Describe & Itemize)	4799									
224	Total CTE - Perkins		0	0			0				
225	Federal - Adult Education	4810									
226	ARRA - General State Aid - Education Stabilization	4850									
227	ARRA - Title I - Low Income	4851									
228	ARRA - Title I - Neglected, Private	4852									
229	ARRA - Title I - Delinquent, Private	4853									
230	ARRA - Title I - School Improvement (Part A)	4854									
231	ARRA - Title I - School Improvement (Section 1003g)	4855									
232	ARRA - IDEA - Part B - Preschool	4856									
233	ARRA - IDEA - Part B - Flow-Through	4857									
234	ARRA - Title IID - Technology - Formula	4860									
235	ARRA - Title IID - Technology - Competitive	4861									
236	ARRA - McKinney - Vento Homeless Education	4862									
237	ARRA - Child Nutrition Equipment Assistance	4863									
238	Impact Aid Formula Grants	4864									
239	Impact Aid Competitive Grants	4865									
240	Qualified Zone Academy Bond Tax Credits	4866									
241	Qualified School Construction Bond Credits	4867									
242	Build America Bond Tax Credits	4868									
243	Build America Bond Interest Reimbursement	4869									
244	ARRA - General State Aid - Other Government Services Stabilization	4870									
245	Other ARRA Funds - II	4871									
246	Other ARRA Funds - III	4872									
247	Other ARRA Funds - IV	4873									
248	Other ARRA Funds - V	4874									
249	ARRA - Early Childhood	4875									
250	Other ARRA Funds - VII	4876									
251	Other ARRA Funds - VIII	4877									
252	Other ARRA Funds - IX	4878									
253	Other ARRA Funds - X	4879									
254	Other ARRA Funds - Ed Job Fund Program	4880									
255	Total Stimulus Programs		0	0	0	0	0	0		0	0
256	Race to the Top Program	4901									
257	Race to the Top - Preschool Expansion Grant	4902									
258	Title III - Instruction for English Learners & Immigrant Students	4905									
259	Title III - English Language Acquisition	4909									
260	McKinney Education for Homeless Children	4920									
261	Title II - Eisenhower - Professional Development Formula	4930									
262	Title II - Teacher Quality	4932	36,090								
263	Title II - Part A - Supporting Effective Instruction - State Grants	4935									
264	Federal Charter Schools	4960									

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
265	State Assessment Grants	4981									
266	Grant for State Assessments and Related Activities	4982									
267	Medicaid Matching Funds - Administrative Outreach	4991	15,000								
268	Medicaid Matching Funds - Fee-For-Service Program	4992	1,000								
269	Other Restricted Grants Received from Fed. Govt. thru State <i>(Describe & Itemize)</i>	4998	260,000								
270	Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		840,745	0	0	0	0	0		0	0
271	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	840,745	0	0	0	0	0	0	0	0
272	TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		9,215,260	1,364,235	1,597,950	838,780	369,105	1,467,500	144,450	595,675	185,545
273	TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		9,215,260								

	B	C	D	E	F	G	H
1	If there is an amount in column C or column G, please describe the type of revenue or expenditure in column D or column H.						
2	Revenue Check:		Error - Please describe all the revenue.				
3	Expenditure Check:		Error - Please describe all the expenditures.				
4	Revenues Acct. (EstRev tab)	Amount	Describe Revenue	Expenditures Fund-Function (EstExp tab)	Amount	Describe Expenditures	
5	1190	\$ 44,975		10-2190	\$ 138,770		
6	1290			10-2490			
7	1614	\$ 41,570		10-2900	\$ 2,900		
8	1690	\$ 2,000		10-4190			
9	1790			10-4290			
10	1819			10-4390			
11	1829			10-4400			
12	1890			10-5150			
13	1993			20-2190			
14	1999	\$ 20,640		20-2900			
15	2300			20-4190			
16	3099			20-4400			
17	3199			20-5150			
18	3299	\$ 850		30-4190			
19	3499			30-5150			
20	3599			30-5300	\$ 930,700		
21	3999			30-5400			
22	4009			40-2190			
23	4090			40-2900			
24	4199			40-4190			
25	4299			40-4400			
26	4399			40-5150			
27	4499			40-5300			
28	4699			40-5400			
29	4799			50-2190	\$ 17,295		
30	4998	\$ 260,000		50-2490			
31				50-2900			
32				50-5150			
33				60-2900			
34				60-4190			
35				80-2190			
36				80-2490			
37				80-2900			
38				80-4190			
39				80-4290			
40				80-4390			
41				80-4400			
42				80-5150			
43				80-5300			
44				80-5400			
45				90-2900			
46				90-4190			
47				90-5150			
48				90-5300			

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

Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
Direct Revenues	9,215,260	1,364,235	838,780	144,450	11,562,725
Direct Expenditures	10,939,590	1,304,690	1,209,655		13,453,935
Difference	(1,724,330)	59,545	(370,875)	144,450	(1,891,210)
Estimated Fund Balance - June 30, 2025	979,019	1,666,292	207,958	2,857,849	5,711,118

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

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

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

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

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

	A	B	C	D	E	F	G
1	*School Districts Only 51084016026 <i>District Number</i> New Berlin CUSD 16 <i>District Name</i>		DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2024-2025				
2							
3							
4							
5							
6			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		1,703,349	2,606,747	578,833	2,713,399	7,602,328
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000	7,146,120	1,364,235	366,670	144,450	9,021,475
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0		0
11	STATE SOURCES	3000	1,228,395	0	472,110	0	1,700,505
12	FEDERAL SOURCES	4000	840,745	0	0	0	840,745
13	Total Receipts/Revenues		9,215,260	1,364,235	838,780	144,450	11,562,725
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000	6,519,800				6,519,800
16	SUPPORT SERVICES	2000	3,401,000	1,271,350	1,209,655		5,882,005
17	COMMUNITY SERVICES	3000	2,360	0	0		2,360
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	1,016,430	33,340	0		1,049,770
19	DEBT SERVICES	5000	0	0	0		0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0		0
21	Total Disbursements/Expenditures		10,939,590	1,304,690	1,209,655		13,453,935
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(1,724,330)	59,545	(370,875)	144,450	(1,891,210)
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)		1,680,325	680,325	0	0	2,360,650
25	OTHER USES OF FUNDS (8000)		680,325	1,680,325	0	0	2,360,650
26	TOTAL OTHER SOURCES/USES OF FUNDS		1,000,000	(1,000,000)	0	0	0
27	ESTIMATED ENDING FUND BALANCE		979,019	1,666,292	207,958	2,857,849	5,711,118

	A	B	H	I	J	K	L
1	*School Districts Only 51084016026 <i>District Number</i> New Berlin CUSD 16 <i>District Name</i>		ESTIMATED BUDGET FY2025-2026				
2							
3							
4							
5							
6			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		979,019	1,666,292	207,958	2,857,849	5,711,118
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		979,019	1,666,292	207,958	2,857,849	5,711,118

	A	B	M	N	O	P	Q
1	*School Districts Only		ESTIMATED BUDGET FY2026-2027				
2							
3	51084016026						
4	<i>District Number</i>						
5	New Berlin CUSD 16						
	<i>District Name</i>						
6			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		979,019	1,666,292	207,958	2,857,849	5,711,118
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		979,019	1,666,292	207,958	2,857,849	5,711,118

	A		B	R	S	T	U	V
1	*School Districts Only			ESTIMATED BUDGET FY2027-2028				
2								
3	51084016026							
4	District Number							
5	New Berlin CUSD 16							
	District Name			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
6								
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)			979,019	1,666,292	207,958	2,857,849	5,711,118
8	RECEIPTS/REVENUES	Acct #						
9	LOCAL SOURCES	1000						0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000						0
11	STATE SOURCES	3000						0
12	FEDERAL SOURCES	4000						0
13	Total Receipts/Revenues			0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #						
15	INSTRUCTION	1000						0
16	SUPPORT SERVICES	2000						0
17	COMMUNITY SERVICES	3000						0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000						0
19	DEBT SERVICES	5000						0
20	PROVISION FOR CONTINGENCIES	6000						0
21	Total Disbursements/Expenditures			0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures			0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS							
24	OTHER SOURCES OF FUNDS (7000)							0
25	OTHER USES OF FUNDS (8000)							0
26	TOTAL OTHER SOURCES/USES OF FUNDS			0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE			979,019	1,666,292	207,958	2,857,849	5,711,118

	A	B	W	X	Y	Z
1	*School Districts Only 51084016026 <i>District Number</i> New Berlin CUSD 16 <i>District Name</i>		SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET <i>Date of Adoption:</i> <i>(Enter as MM/DD/YY)</i>			
2						
3						
4						
5						
6			FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		7,602,328	5,711,118	5,711,118	5,711,118
8	RECEIPTS/REVENUES	Acct #				
9	LOCAL SOURCES	1000	9,021,475	0	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0
11	STATE SOURCES	3000	1,700,505	0	0	0
12	FEDERAL SOURCES	4000	840,745	0	0	0
13	Total Receipts/Revenues		11,562,725	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #				
15	INSTRUCTION	1000	6,519,800	0	0	0
16	SUPPORT SERVICES	2000	5,882,005	0	0	0
17	COMMUNITY SERVICES	3000	2,360	0	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	1,049,770	0	0	0
19	DEBT SERVICES	5000	0	0	0	0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0	0
21	Total Disbursements/Expenditures		13,453,935	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(1,891,210)	0	0	0
23	OTHER SOURCES/USES OF FUNDS					
24	OTHER SOURCES OF FUNDS (7000)		2,360,650	0	0	0
25	OTHER USES OF FUNDS (8000)		2,360,650	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		5,711,118	5,711,118	5,711,118	5,711,118

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

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

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:

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

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

- Short- and Long-Term Borrowing:

- Educational Impact:

- Other Assumptions:

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

Evidence-Based Funding: Fiscal Year 2025 Spending Plan

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

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

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

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

1) What are the Organizational Unit's strategic goals for student success for the 2024-25 school year? What measures will be used to evaluate progress? (No more than 2000 characters, including spaces.)

	Top Strategy 1	Top Strategy 2	Top Strategy 3
2) Select the top three strategies that the Organizational Unit will employ to achieve student growth and make progress toward state education goals. (Select three different responses from the dropdown list.)			
If "Other" was selected in question 2, please describe. (No more than 1000 characters, including spaces.)			

Part II: Planned Use of Evidence-Based Funding

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

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

Evidence-Based Funding Organizational Unit Results (FY 2024)	Final Resources / Adequacy Target = Percent of Adequacy	Average Student Enrollment	#N/A	Adequacy Target	#N/A
		Final Resources	#N/A	Percent of Adequacy	#N/A
	Base Funding Minimum + Tier Funding = Gross State Contribution	Tier Assignment	#N/A	Gross State Contribution	#N/A
		FY24 Base Funding Minimum	#N/A	FY 2024 Tier Funding	#N/A
	Within FY 2024 Gross State Contribution, Resources Attributable to Specific Populations	Low-Income Students	#N/A		
		English Learners (ELs)	#N/A		
		Special Education	#N/A		
	FY 2025 Tier Funding	Funding Type (Select)	*Note: Tier Funding allocations are published annually at https://www.isbe.net/Pages/ebfdistribution.aspx . Amounts are available in early August. Districts must use actual funding amounts if they are available before submitting the budget to ISBE.		
1) FY 2025 Tier Funding Allocation*: Enter the dollar amount of Tier Funding (e.g., NEW MONEY only) allocated to the Organizational Unit for FY 2025. Select whether the amount is estimated or actual funding.					

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

	Subtotal	#N/A			

Per Student Investments	Gifted	#N/A			Enter optional context for per student investment decisions.
	Professional Development	#N/A			
	Instructional Materials	#N/A			
	Assessments	#N/A			
	Computer & Tech Equipment	#N/A			
	Student Activities	#N/A			
	Maintenance & Operations	#N/A			
	Central Office	#N/A			
	Employee Benefits	#N/A			
	Subtotal*	#N/A			
Additional Investments	Low-Income Intervention Teacher	#N/A			Enter optional context for additional investment decisions.
	Low-Income Pupil Support Staff	#N/A			
	Low-Income Extended Day Teacher	#N/A			
	Low-Income Summer School Teacher	#N/A			
	EL Intervention Teacher	#N/A			
	EL Pupil Support Staff	#N/A			
	EL Extended Day Teacher	#N/A			
	EL Summer School Teacher	#N/A			
	EL Core Teacher	#N/A			
	Sp Ed Teacher	#N/A			
	Sp Ed Instructional Assistant	#N/A			
	Sp Ed Psychologist	#N/A			
	Subtotal	#N/A			
	Other Investments				\$0.00
	Total**	#N/A			Tier Funding Check (Cell G90)
*The subtotal for Per Student Investments is a calculated figure that adjusts salary portions of Central Office and Maintenance & Operations to account for regional salary differences. As a result, the sum of each individual cost factor will not equal the subtotal. **The total is the Final Adequacy Target (adjusted for Regionalization Factor) calculated in the Full FY 2024 EBF Calculation file. Due to differences in rounding, this figure may vary slightly from the sum of the subtotals in this table.					
If some or all Tier Funding was invested outside of the cost factors, please describe. (No more than 1000 characters, including spaces.)					
Part III: Support for Special Student Groups EBF statute sets aside specific allocations to be spent for special education, English learners, and low-income students. Per statute these designated funds must be spent on programs and services benefiting these specific student groups. Funds for English learners and low-income students must be spent in addition to, and not in lieu of, funding that supports general programs of instruction for all students. Funds attributable to special education must be used for the provision of special education facilities and services as outlined in ILCS 14-1.08. Current-year EBF amounts attributable to each of the special student groups must be reported in cells G100-G102 below. If the Organizational Unit received at least \$5,000 for any of the student groups, a response to the questions below is required. For amounts less than \$5,000, a response is optional. All other EBF funds may be spent in any manner deemed appropriate by the school district. Collaboration Opportunity - Organizational Units may find that questions in this section are most easily and effectively completed through collaboration between program leaders affiliated with each student group and finance leaders.					
1)	FY 2025 Student Population Allocations*: Enter the dollar amount of resources attributable to Specific Populations within the FY25 Gross State Contribution. Enter "0" if no funds are allocated for a student group. Select whether amounts are estimated or actual.	Low-Income Students	Enter Amounts	Select type	*Note: Allocations for each of the three student groups are published annually at isbe.net/ebfdist under "Reports." Amounts are typically available by September 1. Districts must use actual funding amounts if they are available before submitting the budget to ISBE.
		English Learners			
		Special Education			

2)	Organizational Unit investment of EBF dollars for low-income students: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Optional	Low-Income Intervention Teacher		Low-Income Extended Day Teacher		Other Investments		
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]		
		Low-Income Pupil Support Staff		Low-Income Summer School Teacher				
		[Optional - Enter \$]		[Optional - Enter \$]				
Additional context for the Organizational Unit's planned use of dollars attributable to low-income students in FY 2025. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.)								
3)	Organizational Unit investment of EBF dollars for English learners: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Optional	English Learner Intervention Teacher		English Learner Extended Day Teacher		English Learner Core Teacher		
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]		
		English Learner Pupil Support Staff		English Learner Summer School Teacher		Other Investments		
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]		
Additional context for the Organizational Unit's planned use of dollars attributable to English learners in FY 2025. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.)								
4)	Organizational Units investment of EBF dollars for Special Education: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Optional	Special Education Teacher		Special Education Psychologist				
		[Optional - Enter \$]		[Optional - Enter \$]				
		Special Education Instructional Assistant		Other Investments				
		[Optional - Enter \$]		[Optional - Enter \$]				
Additional context for the Organizational Unit's planned use of dollars attributable to Special Education students in FY 2025. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.)								
Plan Assurances								
Please complete the assurances below related to Article 14C of the Illinois School Code, which stipulates allowable expenditures for English learners. Organizational Units should maintain supporting documentation (e.g., sign-in sheets, meeting agendas) to affirm the veracity of the below assurances. Note that a separate collection of the Bilingual Service Plan takes place before each school year and must be separately reviewed by the Bilingual Parent Advisory Committee (BPAC). Responses in this plan should be aligned with information contained in the Bilingual Service Plan. Responses in this section are only required if an Organizational Unit receives any amount of EBF dollars attributable to English learners.								
Collaboration Opportunity - Organizational Units may find that the plan assurances are most easily and effectively completed if led by program leaders.								
1). "I hereby affirm that at least 60% of the school district's state funds attributable to English learners will be used for instructional costs of programs and services for English learners (function 1000), in accordance with Article 14C of the Illinois School Code. The remaining balance of state funds attributable to English learners will also be used to serve English learners." 2). "My school district has at least one attendance center with 20 or more English learners (including parental refusals) who speak the same home language other than English in grades K-12. Alternatively and/or additionally, my school district has at least one attendance center with 20 or more English learners (including parent refusals) who speak the same home language other than English in pre-K." 3). "I hereby affirm that the school district's BPAC will review this EBF Spending Plan by or before October 31, 2024." 4). Enter the anticipated date on which the BPAC review will take place and the name of the BPAC chair for SY 2024-25. BPAC Meeting (MM/DD/YYYY) Name of Chair								

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

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

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

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

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

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET

(Section 17-1.5 of the School Code)

School District Name: **New Berlin CUSD 16**RCDT Number: **51084016026**

		Estimated Actual Expenditures, Fiscal Year 2024				Budgeted Expenditures, Fiscal Year 2025			
		(10)	(20)	(80)		(10)	(20)	(80)	
Description	Funct. No.	Educational Fund	Operations & Maintenance Fund	Tort Fund	Total	Educational Fund	Operations & Maintenance Fund	Tort Fund	Total
1. Executive Administration Services	2320	221,338			221,338	232,340		0	232,340
2. Special Area Administration Services	2330	534			534	850		0	850
3. Other Support Services - School Administration	2490				0	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		221,872	0	0	221,872	233,190	0	0	233,190
9. Estimated Percent Increase (Decrease) for FY2025 (Budgeted) over (Actual) FY 2024									5%

REPORTING OF PUBLIC VENDOR CONTRACTS OF \$1,000 OR MORE (School Districts Only)

In accordance with the School Code, Section 10-20.21, all school districts are required to file a report listing 'vendor contracts' as an attachment to their budget. In this context, the term "vendor contracts" refers to "all contracts and agreements that pertain to goods and services that were intended to generate additional revenue and other remunerations for the school district in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services. **The report is to list information regarding such contracts for the fiscal year immediately preceding the fiscal year of the budget.** All such contracts executed on or after July 1, 2007 must be approved by the school board.

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

[illegible]

Reference Description

- ¹ Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, if available).
- ² Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).
- ³ Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to be next extended. See Sec. 10-22.14 & 17-2.11.
- ^{3a} Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- ⁴ Principal on Bonds Sold:
 - (1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.
 - (2) Refunding Bonds can be entered in the Debt Services Fund only.
 - (3) Building Bonds can be entered in the Capital Projects Fund only.
 - (4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.
- ⁵ The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.
- ⁶ The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- ⁷ Cash plus investments must be greater than or equal to zero.
- ⁸ For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- ⁹ For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).
- ¹⁰ Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- ¹¹ Include revenue accounts 1110 through 1115, 1117, 1118 & 1120.
- ¹² The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- ¹³ Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.
- ¹⁴ Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- ¹⁵ Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)
- ¹⁶ Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)
Only abatement of working cash fund can transfer its funds to any fund in most need of money
(see 105 ILCS 5/20-10 for further explanation)

CHECK FOR ERRORS

This worksheet checks various cells to assure that selected items are in balance.

Please fix errors below before submitting to ISBE.

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

End of Balancing

FY26 SALARY & WAGE INCREASE PROPOSAL

JOB TITLE	FY25 SALARY	FY25 HOURLY RATE	FY26 SALARY	FY26 HOURLY RATE	%
ADMINISTRATOR					
Chief School Business Official	\$121,489.99		\$ 127,564.49	X	5%
HS Principal	\$119,989.49		\$ 125,988.96	X	5%
JH Principal	\$87,150.00		\$ 91,507.50	X	5%
NBE Principal	\$90,000.00		\$ 94,500.00	X	5%
NBE Asst. Principal	\$83,000.00		\$ 87,150.00	X	5%
Athletic Director (New)	\$80,000.00		\$ 80,000.00	X	0%
DIRECTORS					
Maintenance Director	78,750.00		82,687.50	X	5%
Technology Director	96,231.24		101,042.80	X	5%
Transportation Director	74,418.75		78,139.69	X	5%
Cafeteria Director	55,000.00		57,750.00	X	5%
DISTRICT OFFICE					
District Secretary		\$22.91		\$24.06	5%
Accounts Payable Clerk		\$23.15		\$24.31	5%
Business Office Admin. Asst.		\$18.24		\$19.15	5%
MAINTENANCE STAFF					
Lead Custodian1		\$20.00		\$21.00	5%
Lead Custodian2		\$20.00		\$21.00	5%
Lead Custodian3		\$18.00		\$18.90	5%
Lead Custodian4		\$18.00		\$18.90	5%
Custodian1		\$16.54		\$17.37	5%
Custodian2		\$17.37		\$18.24	5%
Custodian3		\$17.37		\$18.24	5%
Custodian4		\$17.37		\$18.24	5%
Custodian5		\$17.37		\$18.24	5%
Custodian6		\$19.95		\$20.95	5%
Custodian7		\$16.54		\$17.37	5%
SECRETARIES					
Secretary1		\$19.45		\$20.42	5%
Secretary2		\$18.57		\$19.50	5%
Secretary2		\$17.65		\$18.53	5%
Secretary3		\$18.24		\$19.15	5%
Secretary4		\$17.65		\$18.53	5%
Secretary5		\$18.88		\$19.82	5%

FY26 SALARY & WAGE INCREASE PROPOSAL

JOB TITLE	FY25 SALARY	FY25 HOURLY RATE	FY26 SALARY	FY26 HOURLY RATE	%
CLERKS					
Parent Coordinator		\$15.00		\$15.00	0%
CAFETERIA					
Cafeteria Supervisor1		\$17.00		\$17.85	5%
Cafeteria Supervisor2		\$17.00		\$17.85	5%
Cafeteria1		\$15.00		\$15.75	5%
Cafeteria2		\$14.00		\$15.75	11%
Cafeteria3		\$14.00		\$15.75	11%
Cafeteria4		\$14.00		\$15.75	11%
PARAPROFESSIONAL					
Paraprofessional1		\$15.00		\$15.75	5%
Paraprofessional2		\$15.00		\$15.75	5%
Paraprofessional3 (New)		\$15.00		\$15.00	0%
Paraprofessional4		\$16.00		\$16.80	5%
Paraprofessional5		\$16.00		\$16.80	5%
Paraprofessional6		\$18.12		\$19.03	5%
Paraprofessional7 (New)		\$15.00		\$15.00	0%
Paraprofessional8		\$15.00		\$15.75	5%
Paraprofessional9 (New)		\$15.00		\$15.00	0%
Paraprofessional10		\$18.84		\$19.78	5%
Paraprofessional11		\$17.37		\$18.24	5%
Paraprofessional12 (New)		\$15.00		\$15.00	0%
Paraprofessional13		\$15.75		\$16.54	5%
Paraprofessional14		\$17.37		\$18.24	5%
Paraprofessional15		\$16.54		\$17.37	5%
Paraprofessional16		\$16.54		\$17.37	5%
Paraprofessional17		\$16.80		\$17.64	5%
Paraprofessional18		\$18.57		\$19.50	5%
Paraprofessional19 (New)		\$15.00		\$15.00	0%
Paraprofessional20		\$17.37		\$18.24	5%
Paraprofessional21 (New)		\$15.00		\$15.00	0%
Paraprofessional22 (New)		\$15.00		\$15.00	0%
NURSES					
Nurse1		\$50.14		\$52.65	5%
Nurse2		\$34.65		\$36.38	5%
ATHLETIC TRAINER					
Athletic Trainer		\$36.47		\$38.29	5%

FY26 SALARY & WAGE INCREASE PROPOSAL

JOB TITLE	FY25 SALARY	FY25 HOURLY RATE	FY26 SALARY	FY26 HOURLY RATE	%
SCHOOL SAFETY OFFICER					
SSO1		\$28.94		\$30.39	5%
SSO2		\$27.56		\$28.94	5%
SSO3		\$26.25		\$27.56	5%
SSO4		\$28.94		\$30.39	5%
COMPUTER TECH					
Tech Asst1		\$16.54		\$17.37	5%
BUS DRIVERS					
Bus Drivers1		\$23.59		\$24.77	5%
Bus Drivers2		\$24.10		\$25.31	5%
Bus Drivers3		\$20.95		\$22.00	5%
Bus Drivers4		\$22.49		\$23.61	5%
Bus Drivers5		\$20.95		\$22.00	5%
Bus Drivers6		\$23.02		\$24.17	5%
Bus Drivers7		\$22.49		\$23.61	5%
Bus Drivers8		\$20.95		\$22.00	5%
Bus Drivers9		\$23.02		\$24.17	5%
Bus Drivers10		\$22.49		\$23.61	5%
Bus Drivers11		\$22.49		\$23.61	5%
Bus Drivers13		\$23.59		\$24.77	5%
BUS MONITORS					
Bus Monitor1		\$15.00		\$15.75	5%
Bus Monitor2		\$15.00		\$15.75	5%
Bus Monitor3		\$15.00		\$15.75	5%
MECHANIC					
Mechanic1		\$28.94		\$30.39	5%

New Berlin CUSD 16
Support Staff & Substitute Wage Schedule
For Fiscal Year 2025-2026

Starting Wages:	Proposed 2025-2026	
Athletic Trainer	\$ 20.00	
Accounts Payable Clerk	\$ 15.00	
Bus Driver - Regular Route	\$ 20.00	
Bus Driver - Extra Trips (Drive Time)	\$ 20.00	b
Bus Driver - Extra Trips (Idle Time)	\$ 15.00	
Bus Driver - Trainee	\$ 15.00	
Bus Monitor	\$ 15.00	
Business Office Administrative Asst.	\$ 15.00	
Cafeteria Supervisor	\$ 17.00	
Cafeteria Staff	\$ 15.00	
Clerks	\$ 15.00	
Custodian (PT & FT)	\$ 15.00	
Lead Custodian	\$ 17.00	
Mechanic	\$ 18.00	
Nurse (RN)	\$ 25.00	
Nurse (LPN/Data Entry)	\$ 15.00	
Paraprofessional	\$ 15.00	
Paraprofessional - Structured Room	\$ 600.00	i
Secretary	\$ 15.00	
Transportation - Extra Help	\$ 15.00	
Workers under Age 18	\$ 13.00	j
Substitutes:		
Teacher	\$ 120.00	c,d
Teacher (+10 days Longevity)	\$211.65 / day	f
~~Permanent Subs~~	~~\$150 / day~~	g
RN Nurse	\$25/hr	
LPN Nurse / Data Entry	\$15/hr	
Aide	\$ 120.00	c
Bus Driver	\$ 20.00	
Bus Monitor	\$ 15.00	
Bus Driver - Extra Trips (Drive Time)	\$ 20.00	b
Bus Driver - Extra Trips (Idle Time)	\$ 15.00	
Maintenance	\$ 15.00	
Cafeteria, Clerks, Secretaries	\$ 15.00	

a - N/A

b - Fixed rate for all drivers.

c - \$60.00 for half day, \$30.00 for 1/4 day

d - Does not include full time staff subs. See CBA for those rates.

e -

f - Calculated as teacher base from salary schedule divided by 180. Longevity paid for coverage of individual teacher extended leaves of absence only.

g - Add prorated sick and personal days

Note: All rates are per hour unless otherwise noted.

i - \$600 per semester bonus

j - Minimum Wage will be \$13/hr for FY25 Fiscal Year

New Berlin CUSD 16
School Fees
School Year 2025-2026

		2024-2025	2025-2026	
Description		Fee	Proposed Fee	
<u>Registration (Includes Technology Fee):</u>				
	Elementary	\$ 85.00	\$ 100.00	
	Junior High	\$ 110.00	\$ 130.00	
	High School	\$ 110.00	\$ 130.00	
<u>Athletic/Extra-Curricular Participation:</u>				
	Junior High Athletic Fee	\$ 60.00	\$ 100.00	per sport*
	High School Athletic Fee	\$ 60.00	\$ 100.00	per sport*
	Scholastic Bowl (JH/HS)	\$ 60.00	\$ 60.00	
Scholastic News (K-5)		\$ 5.00	\$ 5.00	per year
General High School Electives:		\$ 10.00	See Attached	per semester
General Jr. High School Electives:		\$ 5.00	\$ 5.00	per semester
Ag Class w/FFA Membership Fee		\$ 15.00	\$ 15.00	per semester
Imagine Learning (Credit Recovery)		\$ 100.00	\$ 100.00	per semester
Imagine Learning (Elective Course)		\$ 50.00	\$ 50.00	per semester
Imagine Learning (Foreign Language)		N/A	\$ 500.00	
Driver's Education		\$ 125.00	\$ 250.00	
College Courses (offered at HS)		\$ 50.00	\$ 50.00	per semester
Parking		\$ 30.00	\$ 30.00	per year
CACC		\$ 100.00	\$ 125.00	per semester
Lock Rental (for locker)		\$ 5.00	\$ 5.00	refundable upon return
Junior/Senior High PE Clothes		\$ 15.00	\$ 10.00	
Insufficient Funds Fee (NSF)		\$ 25.00	\$ 25.00	***
<u>School Lunch:</u>				
	Kindergarten through 5th Grade	\$ 2.75	\$ 2.75	
	Sixth through Twelfth Grade	\$ 3.35	\$ 3.35	
	Reduced	\$ 0.40	\$ 0.40	
	Free	\$ -	\$ -	
	Adult	\$ 4.00	\$ 4.00	
	Additional Milk	\$ 0.75	\$ 0.75	
<u>School Breakfast:</u>				
	All Grades K-12 & Adults	\$ 1.75	\$ 1.75	
	Reduced	\$ 0.30	\$ 0.30	
	Free	\$ -	\$ -	
	Additional Milk	\$ 0.75	\$ 0.75	
Cafeteria Use Fee		N/A	\$ 25.00	per hour



* - Subject to ~~\$240~~ \$300 family maximum/cap.

** Subject to change as Imagine Learning rate increases occur

*** NSF Checks will be limited to a maximum of (5) per family



New Berlin CUSD 16
List of Athletics
School Year 2025-2026

Junior High*

Softball
Baseball
Boys Basketball
Cheerleading
Volleyball
6th Grade Girls Basketball
6th Grade Boys Basketball
Track

High School*

Softball
Baseball
Boys Basketball
Cheerleading - Football
Cheerleading - Basketball
Football
Volleyball
Track

Co-op Sports**:

Cross Country
High School Boys Soccer
High School Wrestling
High School Golf
High School Girls Basketball
High School Girls Soccer
High School Bass Fishing

* - Fees Charged by New Berlin CUSD 16

** - All Fees due to Co-op Schools at their rates

New Berlin CUSD 16
List of Electives w/ Fees
School Year 2025-2026

~~\$10 each / \$15 each*~~

Category	Elective	Fee
Agriculture	Intro to Ag	\$ 15.00
	Basic Ag Mechanics	\$ 15.00
	Ag Enginerring	\$ 15.00
	~~Agricultural Science~~	\$ 15.00
	Agricultural Leadership	\$ 15.00
	Animal Biology	\$ 15.00
	Consumer Education	\$ 15.00
	Ag Sales & Marketing	\$ 15.00
	Plant Biology / Greenhouse	\$ 15.00
Art	Art I,II,III	\$ 10.00
	Ceramics I, II	\$ 10.00
	~~Photography~~	
	~~Mixed Media~~	
	~~Advanced Art~~	
	Senior Portfolio	\$ 10.00
Busineess	Intro to Business	\$ 10.00
	Accounting I, II	\$ 10.00
	Computer Applications	\$ 10.00
Family & Consumer Science	Foods & Nutrition I, II	\$ 15.00
	Child Development 1 & Parenting	\$ 10.00
	Child Development 2 & Parenting	\$ 10.00
	Intro to Family/Consumer Science	\$ 10.00
	Baking and Pastry Arts	\$ 15.00
	~~Home & Interior Design~~	
Science (Lab Fees)	~~Fashion & Clothing Construction~~	
	Biology II	\$ 15.00
	Anatomy & Physiology	\$ 15.00
	Chemistry	\$ 15.00
	Environmental Science	\$ 15.00
	Foresic Science	\$ 15.00
PLTW	Physics	\$ 15.00
	Intro to Eng Design	
	Principles of Engineering	

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New Berlin CUSD 16
Registration Fee Proration Schedule Proposal
School Year 2025-2026

	Elementary	Junior High	High School
Proposed Total Fee:	\$ 100.00	\$ 130.00	\$ 130.00

Refunds (Month Dropped):

August/Sept	N/A	N/A	N/A	
October	\$ 80.00	\$ 104.00	\$ 104.00	80%
November	\$ 70.00	\$ 91.00	\$ 91.00	70%
December	\$ 60.00	\$ 78.00	\$ 78.00	60%
January	\$ 50.00	\$ 65.00	\$ 65.00	50%
February	\$ 40.00	\$ 52.00	\$ 52.00	40%
March	\$ 30.00	\$ 39.00	\$ 39.00	30%
April	\$ 20.00	\$ 26.00	\$ 26.00	20%
May	\$ 10.00	\$ 13.00	\$ 13.00	10%

Late Registration (Month Added):

August/Sept	N/A	N/A	N/A	
October	\$ 80.00	\$ 104.00	\$ 104.00	80%
November	\$ 70.00	\$ 91.00	\$ 91.00	70%
December	\$ 60.00	\$ 78.00	\$ 78.00	60%
January	\$ 50.00	\$ 65.00	\$ 65.00	50%
February	\$ 40.00	\$ 52.00	\$ 52.00	40%
March	\$ 30.00	\$ 39.00	\$ 39.00	30%
April	\$ 20.00	\$ 26.00	\$ 26.00	20%
May	\$ 10.00	\$ 13.00	\$ 13.00	10%

Officials Pay 25-26							
SPORT	2025-26		2024-25		2023-24		
	Waiting approval						
High School							
V Football (5 man crew)	\$100.00		\$100.00		\$80.00		
JV Football (4 man crew)	\$90.00		\$90.00		\$70.00		
FR Football (4 man crew)	\$90.00		\$90.00		\$70.00		
Soccer- 1 game	\$100.00		\$100.00		\$80.00		
Soccer- 2 games (V/JV)	\$150.00		\$130.00		\$110.00		
Volleyball - 2 games	\$100.00		\$100.00		\$80.00		
Volleyball- 3 games	\$150.00		\$150.00		\$120.00		
V Boys Basketball (3 man crew)	\$100.00		\$100.00		\$80.00		
JV Boys Basketball (2 man crew)	\$90.00		\$90.00		\$70.00		
Fresh Boys Basketball (2 man crew)	\$90.00		\$90.00		\$70.00		
V Baseball - 1 game (2 man crew)	\$100.00		\$100.00		\$80.00		
V Baseball - 2 games (2 man crew)	\$200.00		\$200.00		\$160.00		
V Baseball - 3 games (3 man crew)	\$300.00		\$300.00		\$240.00		
V/JV Baseball - DH (2 man crew)	\$190.00		\$190.00		\$150.00		
JV Baseball - 1 game (2 man crew)	\$90.00		\$90.00		\$70.00		
JV Baseball - 2 games (2 man crew)	\$180.00		\$180.00		\$140.00		
JV Baseball - 3 games (3 man crew)	\$270.00		\$270.00		\$210.00		
V Softball - 1 game (2 man crew)	\$100.00		\$100.00		\$80.00		
V Softball - 2 games (2 man crew)	\$200.00		\$200.00		\$160.00		
V Softball + JV innings (2 man crew)	\$145.00		\$145.00		\$105.00		
JV Softball - 1 game (2 man crew)	\$90.00		\$90.00		\$70.00		
JV Softball - 2 game (2 man crew)	\$180.00		\$180.00		\$140.00		
Scholastic Bowl (per match)	\$40.00		\$40.00		\$20.00		

Track Starter	\$130.00		\$130.00		\$80.00	
Wrestling Official- Dual	\$100.00		\$100.00		\$77.50	
Wrestling Official- Triangular	\$200.00		\$200.00		\$155.00	
Wrestling Official- Quad (2 man crew)	\$200.00		\$200.00		\$155.00	
Junior High						
Baseball and Softball - 1 game	\$90.00		\$90.00		\$70.00	
Baseball and Softball - 2 games (A&B)	\$180.00		\$180.00		\$140.00	
Baseball and Softball + B innings	\$135.00		\$135.00		\$105.00	
Baseball and Softball- 3 games	\$270.00		\$270.00		\$210.00	
Basketball - 2 games	\$100.00		\$100.00		\$80.00	
Basketball - 2 games + 6th	\$150.00		\$150.00		\$100.00	
Scholastic Bowl (per match)	\$40.00		\$40.00		\$15.00	
Volleyball - 2 games	\$100.00		\$100.00		\$80.00	
Volleyball - 2 games + 6th	\$150.00		\$150.00		\$100.00	
Track (starter provides shells)	\$130.00		\$130.00		\$80.00	

NEW BERLIN C.U.S.D. #16

Application for Establishing a Student Activity Account

ACCOUNT NAME:

Eden Sheeter

ACCOUNT NUMBER:

8128

(To be assigned by Fund Custodian)

FACULTY ADVISOR:

Elizabeth Birch

NAME

Elizabeth Birch

SIGNATURE

NAME

SIGNATURE

TREASURER:

NAME

SIGNATURE

PRINCIPAL APPROVED:

M. J. P.

SIGNATURE

5-28-25

DATE

BOARD APPROVED:

DATE

Pretzel Cheerleading Rules

HS Competitive Cheer

HS Football Cheer

JH Competitive Cheer

Duties

1. The New Berlin Cheerleading squads will cheer at their respective sporting events. (Football squad- All Varsity Football Games; HS Competitive- All JV and Varsity Basketball Games; JH Competitive- All 7th & 8th grade Basketball Games.)
2. The competitive squads will compete in the IESA (JH), IHSA (HS) and ICCA (JH & HS) State Series.
3. To perform cheers & chants that are sportsmanlike in nature.
4. Regardless of the outcome of the game, a Pretzel cheerleader should try to keep school spirit high.
5. A Pretzel cheerleader is expected to be enthusiastic about cheerleading.
6. A Pretzel cheerleader should do his/her best to discourage any undesirable behavior from the crowd.

Membership

1. Membership will be open to all New Berlin students, boys and girls.
2. Members will be chosen at an open tryout held in the spring with another high school competitive tryout in the fall.
3. The number of members chosen will fluctuate.
4. Alternates may be chosen and his/her duties will be decided by the coach.
5. Students will be able to participate in both cheerleading and volleyball, but must be willing to commit to both schedules.
6. Cheerleaders must be willing to commit to the financial obligation of cheerleading including summer camp, uniform pieces, and shoes. An estimate of the financial obligations will be provided prior to the tryouts.

Eligibility

1. Cheerleaders must maintain passing grades according to the New Berlin Athletic Standards.
2. Ineligibility lasts from Sunday through Saturday. Any cheerleader(s) found ineligible Friday must cheer at events that weekend; ineligibility begins on Sunday.
3. Ineligible cheerleaders will be required to attend all practices.
4. Ineligible cheerleaders will be required to attend all games, dressed in street clothes and will sit with the coach. An unexcused absence will be issued for a missed game while the cheerleader is ineligible.
5. The third week a cheerleader is ineligible; she risks dismissal from the squad. This will be determined by the coach.

Conduct

1. Cheerleaders will conduct themselves in a professional manner.
2. Cheerleaders will promote good sportsmanship.
3. Cheerleaders will be mindful of the image they project in the community and will be positive representatives of New Berlin CUSD #16. Inappropriate behavior will not be tolerated.
4. Behavior referrals at school will not only result in the discipline assigned by administration, but also consequences at cheer. One behavior referral will result in a one on one discussion between the cheerleader and coach. Two behavior referrals will result in a discussion between the cheerleader, parents, and coach. A third behavior referral will result in dismissal from the squad. This refers to the school year, not only the cheer season. Major offenses are at the coach's discretion.
5. Possession of alcohol, drugs, or tobacco will follow the penalties of the Pretzel Athletic Handbook.

Practice

1. Attendance at all practices is extremely important on a competitive cheerleading squad. When practices are missed, the team must review and teach material a second time. This wastes valuable time. Practice schedules will be set as much in advance as possible. However, there will be times during competition season when additional practices will be needed.
2. Excused absences will be limited to illness (you must notify the coach on the day you are ill), family emergency, doctor's appointments, and other school sponsored sports and activities. The coach has the final decision if an absence is excused.
3. Work will only be an excused absence if an originally scheduled practice is changed by the coach.
4. After three unexcused absences the coach may dismiss the cheerleader from the team.
5. Cheerleaders will be dressed in appropriate attire for practice; shorts, t-shirts or tank tops, and tennis shoes.
6. Cell phones will be turned off or on silent during practice.
7. Cheerleaders should be dressed and on time for practice.
8. Practices are closed to athletes and coaches only.

Communication

1. The coach and cheerleaders will communicate using the following methods:
 - a. Handouts-practice, game and competition schedules will be determined as much in advance as possible and calendars will be given out.
 - b. School announcements-it is the cheerleader's responsibility to listen to the announcements.
 - c. Text messages
 - d. The cheerleader is responsible for communicating any other school commitments to the coach with at least one week notice. There will be no penalty given to the cheerleader but changes to a performance may be made by the coach if necessary.

Games

1. Attendance at all games is extremely important on a cheerleading squad. When games are missed, the team must redo gameday material. This wastes valuable time. Our game schedule will be given with as much advance notice as possible.
2. All cheerleaders will ride the bus to away games unless arrangements are made ahead of time. Special circumstances need to be approved by the coach and the athletic director.
3. Cheerleaders will be permitted to ride home from games with his/her own parent or another responsible adult (over the age of 18) if a note is provided.
4. Games are mandatory and excused absences will be limited to illness (you must notify the coach on the day you are ill), family emergency, doctor's appointments, and other school sponsored sports and activities (with proper notice to the coach). The coach has the final decision if an absence is excused.
5. An unexcused absence from a game will result in sitting the bench at the next game.

Uniforms

1. Cheerleaders will be expected to take proper care of the school-owned uniforms. Uniforms must be returned in good condition, or a bill for replacement will be issued.
2. Cheerleaders will be expected to purchase parts of their uniform (briefs, midriff, etc.)
3. Cheerleaders will be in complete uniform (including socks, hair bows, briefs) when they are representing the team as a group. If not, that cheerleader will sit on the bench and support the team.

4. When a cheerleader arrives for a game/event, home or away, she/he is expected to be in complete uniform and ready to cheer.
5. Acrylic nails are not allowed during football or basketball/competitive cheer season as they are a safety risk when stunting and tumbling. Natural nails must be kept at "sport length".

Pretzel Cheerleading Rules

HS Competitive Cheer

HS Football Cheer

JH Competitive Cheer

School Year: _____

We have read the Pretzel Cheerleading Rules and understand the rules will be enforced.

Parent Signature

Date

Cheerleader Signature

Date

High School Volleyball Season

Checklist



Athletic Participation Agreement Form

Athletic Trainer Form

Athletic fee \$60 (payable to CUSD #16)

Updated Physical (Jennifer Spann:

jspann@pretzelpride.com)



New Berlin High Volleyball 2024-25



Rules and Information

Varsity Coach Alyssa Vignos: avignos@pretzelpride.com

Junior Varsity Coach Kristy Weidhuner: kweidhuner@pretzelpride.com

Freshman/Sophomore Coach Danielle Moon: rister@sased.com

Assistant Coach Ali Pankey: pankey.alissa5@gmail.com

Game Attire

- Navy blue spandex
- Navy leggings (optional purchase/amazon link will be provided)
- White Knee pads
- Elbow pads (optional)
- Gym shoes with good traction
- Uniforms (Bring **All** jerseys to **every** game)
 - Pink Uniforms (required purchase)
- Team shirts must be worn to school and to and from games with dress code appropriate pants.
 - Do **not** wear jerseys to school. Games only.

Player Expectations

Practices

- Practices are **MANDATORY!**
 - Practices will be at the Dome unless otherwise notified
 - Practice is 4-6 every day after school and occasionally on Saturdays
 - Times may vary
 - Calendar is attached but is **subject to change**
 - Changes will be communicated on Heja to the athletes
 - It is important that players have Heja notifications on, and are reacting to important communication to show the message has been received and read
 - Be at practice, **at least** 15 minutes prior to start time
 - Every minute one player is late is 1 down and back for the team
- **EVERYONE** helps set up the net/get balls out for practice
- Practice starts right at the designated time beginning with warm ups. Net setup should be completed **before** practice start time

Games/Tournaments

- Be at the bus for Away games 15 minutes prior to bus time (Location TBD)

- The bus will leave at the scheduled departure time – if a player misses the bus, they must find their own way to the game and will not play the first set
- Bus rides are a time to focus, we will not allow a “rowdy” bus environment.
- Players will stay seated at all times and will eliminate all noise at railroad tracks
- **EVERYONE** needs to be at Home games 45 minutes prior to game time.
 - 6:00pm game= 5:15pm arrival
 - 5:00pm game=4:15pm arrival (Fresh/Soph game)
- Everyone is expected to assist in warm ups for each game. Players are required to wear closed toe shoes, cannot have cell phones on them (not even in a pocket -IHSA rule), and no headphones (per IHSA).
- Jewelry is not allowed for both games and warm-ups.
- Home games: Varsity and JV will set up the net, including pads and ref stand, get the balls out, and set up the scoreboard. Fresh/soph and JV will take down the net, put the ref stand away, gather all of the balls, and put the chairs away.
- **EVERYONE** will check locker rooms and bleachers after games for left behind items, loose volleyballs, and trash.
- **NO ONE IS TO LEAVE UNTIL THESE THINGS ARE DONE**
- All athletes will be **required to stay and watch** all of the games to support and learn.
 - Athletes must sit behind the bench as a team (players only) cheering on their teammates.
 - Cell phones are not to be used during game play. You may use them between games/sets and during timeouts. You are allowed to listen to music **via headphones** during games.
 - You may use the restroom and visit concession stands **between games/sets**.
- Players will maintain a clean bench, bleacher area, and locker room. If you make a mess, clean it up. We do not leave trash for others to pick up at home or away games, or on the bus.
- Bus rides home: Buses will stay for the entirety of the game to provide a ride back to New Berlin after games and tournaments. If you are riding home with a parent, the sign out sheet **MUST** be completed before departure of the gym. If a player is riding home with another family, an email **MUST** have been sent prior to game time to the coaches, the sign out sheet will still be necessary.

Communication

- Coaches will be in contact with the athletes, **not** parents. This includes:
 - Bus times/changes
 - Practice times and locations

Players are responsible for communicating this information to their parents as we are in high school now and a higher level of responsibility is expected.

- We will be communicating with the parents for concession stand workers for home games and The Pretzel Classic.
- Coaches will communicate with parents with any other concerns/issues that might arise
- **Players** should independently communicate any concerns directly to their Coach
 - This includes playing time, absences, etc.
 - We follow a 24-hour rule - Players must wait 24 hours after a game to approach a coach regarding playing time.
 - There will **not** be equal playing time, and players roles are subject to change and flexibility throughout the season.
 - Playing time is based on effort, attitude, skills, attendance, position need, and commitment
 - Skill over Age.
 - Coaches will **not** be discussing playing time with parents
- Players can play Fresh/Soph, Junior Varsity, or Varsity. Teams will be based on skill, team need, and position need. This will be the Coaches decision. Players are encouraged to trust the Coaches on these decisions.
 - Freshman can play Fresh/Soph, JV, and Varsity
 - Sophomores can play Fresh/Soph, JV, and Varsity
 - Juniors can play Fresh/Soph, JV, and Varsity
 - Seniors can play Fresh/Soph, and Varsity
 - Seniors **cannot** play JV

Actions

- **SPORTSMANSHIP MATTERS. I am looking to parents to also model this behavior.**
 - This includes your actions towards referees, coaches, parents, and other players.
- **Respect** your coaches and teammates.
 - **Be COACHABLE and show good work ethic!**
- **BULLYING/VIOLENCE within or outside the volleyball team will NOT be tolerated.** Please be kind and respectful to your teammates, coaches, referees, and opponents. You are representing New Berlin Volleyball on and off the court at all times. Always encourage each other to be positive, no matter your role within the team. This only works if we work together.
 - Disciplinary action, of any bullying or violence on or off the court, will be up to the coach's discretion.
 - If a situation arises - a coach must be notified **immediately**.

- If you see/hear something, shut it down nicely
- We are a family on and on the court and I expect everyone to act as such.

Absences

- Practices, games, and tournaments are **mandatory**. Excused absences include:
 - illness, death in the family, school events (such as band and cheer), or other unforeseen circumstances that are beyond your control.
 - Club volleyball is an unexcused absence
- If a player will not be at a scheduled event, the player **must** notify one of the Coaches a minimum 24 Hours BEFORE the practice or game.
 - As soon as a conflict arises, we need to be made aware right away. School events that are scheduled in advance should not be communicated 24 hours before. These events should be communicated to coaches as soon as they are scheduled to allow coaches to make changes necessary.
 - If you have a school event and do not tell us until the day before it will be noted as unexcused. **BE RESPONSIBLE.**
- Hair/nail/tanning appointments, babysitting, and vacations are considered unexcused. Doctor/Dentist appointments will require a note. Please plan around practices and games.
- An unexcused absence will result in the following:
 - One missed practice = sitting one game of a set
 - 2 practices = 2 sets. 3 practices = 3 sets, etc.
 - One missed game = sitting one game
 - 2 game = 2 games. 3 game = 3 sets, etc.

Fundraisers

- Pretzel Classic
 - This is our biggest fundraiser - a 16-team tournament where all gyms will be in use
 - Date: September 19-20, 2025
 - We will need **ALL** the parent's help (more information to follow)
 - This tournament isn't possible without parent help so we appreciate it!
 - Freshman through Junior Parents are required to work at the concession stand and/or door entry
 - The coaches will provide the candy and drinks for the concession
 - Senior parents are required to provide the hospitality food
 - This includes a main dish, side options, and drinks for referees and visiting coaches

- A schedule informing where everyone will be working will be sent out by the end of August
 - If a parent is not able to attend/help, the Head Coach should be notified as soon as possible. Once the schedule is out it will be your responsibility to find a replacement.
- Fresh/Soph and JV players will be **required** to work Scoreboard and Libero tracking
- Team shirt sales

Parent Help

- Fill out and return paperwork, including uniform/shirt sizes no later than our first practice of the season.
 - Your child **cannot** participate until these things are done.
- We need volunteer(s) to run the scoreboard/clock at Home games. (This is paid)
- We have someone to do the Book at all of the games except a few. If a parent knows how to do the Book and would be willing to cover, please let me know and I will share the dates. (This is paid)
- PLEASE use the sign out sheet if your daughter is riding home with you after an away game/tournament!! I do not want to leave anyone behind because the sign-out sheet was not utilized! If they want to ride home with someone else, I will need an email giving them permission BEFORE THE GAME, before they are allowed to leave with that person.
- We need workers for Concession Stand at Home games.
 - I will send out a schedule for Concession workers at Home games
 - I will have one parent from each team (3 parents) scheduled a night. When your daughter is playing, the other 2 will work. This allows everyone to be able to watch.
- We will need **ALL HANDS-ON DECK** for our Pretzel Classic.
 - We appreciate your help with this tournament!!
 - Parents will organize **Senior Night**.
- Questions/Concerns can be a phone call, email, or face-to-face via pre-set-up meeting. Please do **not** approach any of the Coaches before, during, or after games with concerns (please remember our 24-hour rule). Playing time will only be discussed with the player.

New Berlin CUSD #16

Job Description

Position Title: Athletic Trainer

Qualifications:

1. Bachelor's degree or master's degree from a program accredited by the Commission on Accreditation of Athletic Training Education (CAATE).
2. Board of Certification (BOC) Certified Athletic Trainer.
3. State licensure by the Illinois Department of Financial and Professional Regulation (IDFPR).
4. Proof of current certification in cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) for Healthcare Providers and Professional Rescuers or its equivalent, according to the Illinois Department of Financial and Professional Regulation (IDFPR).
5. Maintain continuing education requirements as specified by the Board of Certification (BOC).
6. Strong communication, organization, and interpersonal skills.

Department: District Athletic and Activities Director

Location: High School

Reports To: Athletic Director

FLSA Status: Non-Exempt

Revised Date: 06/26/25

Job Goal: To oversee the health and well-being of student-athletes across all school sports programs. The Athletic Trainer will be responsible for injury prevention, evaluation, treatment, and rehabilitation, as well as maintaining medical records and working collaboratively with coaches, parents, and healthcare professionals.

Performance Responsibilities:

1. Provide on-site care for athletic injuries during practices, games, and other sporting events.
2. Conduct injury evaluations and create individualized treatment and rehabilitation plans including junior high athletes.
3. Coordinate with physicians and healthcare professionals for injury diagnosis and care.
4. Monitor and maintain injury logs, treatment records, and medical documentation in accordance with school policies and legal requirements.
5. Collect and maintain emergency contact information and sharing with coaches.

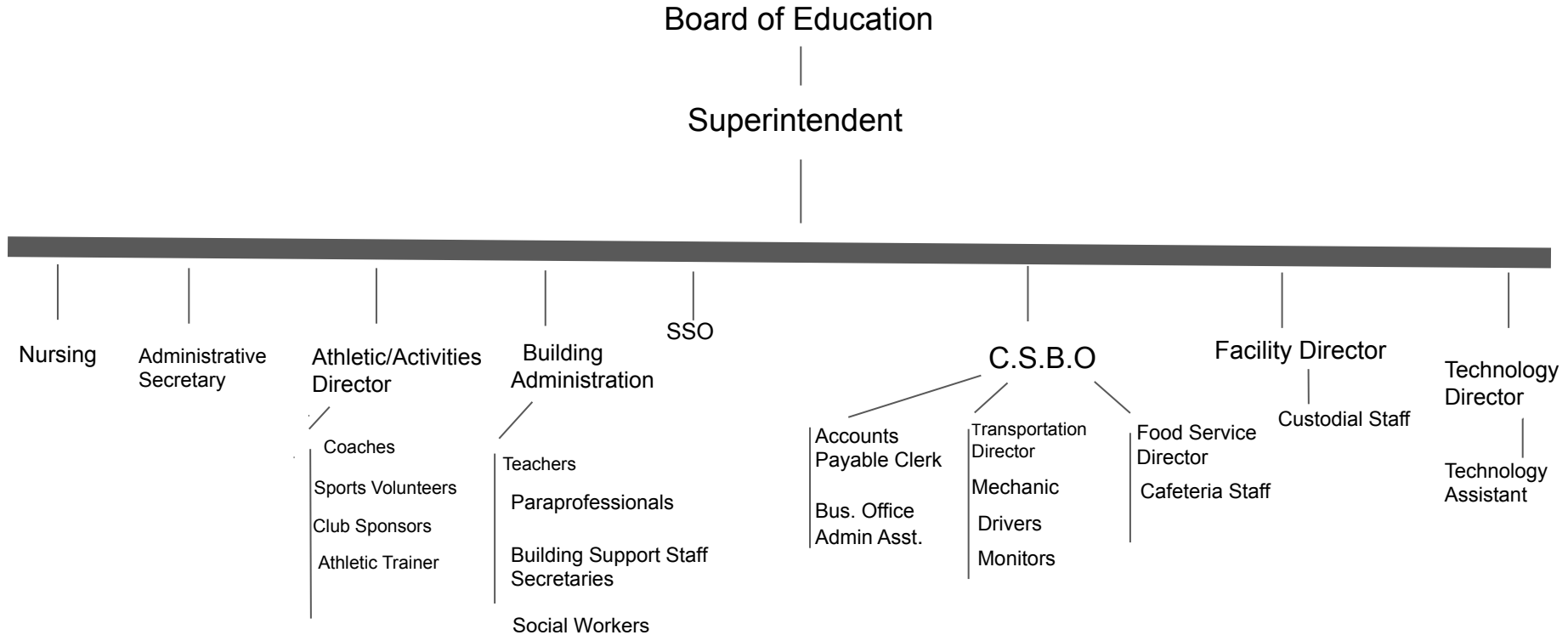
6. Develop and implement injury prevention programs and educate student-athletes and coaches on proper techniques.
7. Manage athletes' medical conditions (asthma, diabetes), etc.
8. Ensure proper hydration, conditioning, and equipment safety.
9. Maintain and organize training room facilities, supplies, and equipment.
10. Act as a liaison between student-athletes, coaches, families, and medical professionals.
11. Coordinate care with co-op athletic trainers for co-op athletes.
12. Attend all scheduled practices, games, and events for New Berlin and the respective co-op teams that require medical presence.
13. Develop a schedule of game coverage home high school games based on high risk to low risk for New Berlin and the respective co-op teams.
14. Conduct site visits for South County athletes that co-op with New Berlin during the day (travel to Franklin/Waverly).
15. Meet with officials prior to the game.
16. Manage inclement weather and report to coaches and the Athletic Directors using the WetBulb Globe Temperature (WBGT).
17. Provide athletic training services to visiting teams if no athletic trainer is with them.
18. Participate in emergency action planning and respond to medical emergencies.
19. Conduct CPR/AED drills with the school emergency team and school nurse.
20. Assist in maintaining AEDs in conjunction with the school nurse.
21. Assist the school nurse in training staff and coaches in emergency protocols.
22. Comply with all relevant school, district, state, and national regulations and policies.
23. Perform other duties as may be assigned by the District Athletics and Activities Director.

Working Conditions: Work is performed indoors and outdoors, including during extreme weather conditions. Frequent evening and weekend hours are required. Must be able to lift, carry, and move equipment up to 50 pounds. Occasional travel for games is required.

Terms of Employment: 200 days per year that may span over the 12 months of the year including holidays, winter and spring breaks based on the school calendar. The salary will be established annually by the Board of Education. Work hours will be determined and are subject to change with district demands. Position constitutes an employee at will of the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

New Berlin CUSD 16 Organizational Chart





GIFFIN WINNING
COHEN & BODEWES, P.C.
ATTORNEYS AT LAW

ESTABLISHED 1911

(217) 525-1571

www.gwcbllaw.com

June 20, 2025

DAVID A. HERMAN
CREIGHTON R. CASTLE
CHRISTOPHER E. SHERER
MATTHEW R. TRAPP
JASON E. BROKAW

SAMANTHA A. BOBOR
JACKSON B. FREDMAN
JASON R. VINCENT
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Of Counsel:
JOHN L. SWARTZ
R. MARK MIFFLIN

Samantha A. Bobor
Attorney
sbobor@gwcbllaw.com

Board of Education
New Berlin Community Unit School District #16
c/o Superintendent Jill Larson
600 Cedar Street
New Berlin, IL 62670

- VIA EMAIL ONLY -

Re: Engagement Agreement

Dear Superintendent Larson:

Thank you for giving us the opportunity to provide legal services for the Board of Education for New Berlin Community Unit School District #16. This letter sets forth the terms and conditions under which this law firm will undertake representation of the Board of Education of New Berlin Community Unit School District #16 (the "Board") to perform legal services as may be assigned from time-to-time.

Our fee for matters, excluding litigation, arbitration, or certain telephone calls with authorized individuals on subjects other than litigation or arbitration, will be computed at the rate of \$200.00 per hour for partners of the firm, \$180.00 per hour for associates of the firm, and \$100.00 per hour for paralegals of the firm. Our fee for litigation or arbitration will be computed at the rate of \$250.00 per hour for partners of the firm, \$200.00 per hour for associates of the firm, and \$125.00 per hour for paralegals of the firm. Additionally, telephone calls with the Superintendent, Board President, or administrators for subject other than litigation or arbitration will be charged a flat fee rate of \$200.00 per month. All of the above-referenced fees will be effective as of July 1, 2025. Time will be recorded by our attorneys and paralegals in tenths of an hour. The time actually expended by the law firm will be billed to NBCS16 at the rate specified at the above address. The firm's billing rates may be increased or adjusted prior to the June Board of Education meeting, to be effective for July 1st for that fiscal year. The Board agrees to pay all hourly fees as so adjusted from time to time.

Our firm will bill the Board monthly. In addition, the Board will be responsible for any and all costs, fees, disbursements, costs, or other charges actually paid or incurred by the firm in the course of representation, regardless of the outcome of the matter. Examples of these expenses and costs would include but are not limited to amounts paid by the law firm for expenses of filing fees, depositions, subpoenas, witness testimony, expert witnesses, travel expenses, and any other such

expenses which the firm may pay on the Board's behalf. If the amount of a single cost, fee, disbursement, or other charge to be incurred is five hundred dollars (\$500.00) or more, the Board shall be responsible for paying those expenses directly or give the firm written permission to invoice the Board for these expenses. The firm will not obligate the Board any expenses of five hundred dollars (\$500.00) or more without the Board's prior approval. If the amount of a single cost, fee, disbursement, or other charges to be incurred is less than five hundred dollars (\$500.00), the firm will pay these expenses on the Board's behalf and the amounts paid on the Board's behalf by the firm will be itemized on the Board's bill. The time expended by the attorneys and paralegals of the firm will also be itemized on the Board's bill. All billings for either fees or costs and expenses must be paid upon receipt.

If any billing is not paid as provided herein, the law firm may, at its option, discontinue representation of you pursuant to and in compliance with the Illinois Rule of Professional Conduct 1.16. In addition, if the Board fails to respond to our communications in a timely manner, and/or because of difficulty in communications we believe that the Board's representation is being jeopardized, we may also elect to terminate our representation, pursuant to and in compliance with the Illinois Rule of Professional Conduct 1.16.

We have the capacity to communicate using modern electronic systems, including but not limited to electronic mail (e-mail), cell phones, and text messaging. Conventional postal and telephonic communications are generally considered sufficiently secure for privileged communications. There have been questions raised concerning the adequacy of privacy protections in e-mail, cell phone, and internet based electronic communications systems from time to time. We are comfortable with electronic communications and the security of our own internal systems, but we have no control over the servers and communications lines which may carry such electronic communications and data beyond the physical boundaries of our offices. Thus, we can make no representations concerning the adequacy of the protections such systems provide for the confidentiality of the Board's communication with us. If the Board consents, however, knowing that there are risks in conventional e-mail and electronic communications systems, we will be happy to communicate with the Board via those modes. Please always be aware, however, that the substance of what the Board puts into such communications may be stored in facilities which are beyond our reach or control and may be discoverable or compromised. If the Board has concerns about the confidentiality of such communications, we can limit our means of communication to traditional voice and printed modes. We are also willing to discuss the addition of other facilities, software and/or equipment which may provide a greater measure of protection. By executing this agreement, the Board is consenting to communicating with us using electronic communications.

The Board authorizes the attorneys in the firm to engage, associate with or delegate work to co-counsel in their discretion when it is deemed necessary or advisable to properly represent the Board in connection with this matter. The rates charged by such co-counsel shall be the same as those charged by the originating attorney unless otherwise agreed. The Board also authorizes the firm to employ individuals other than attorneys to assist in work on this matter on such terms and conditions as the firm deems necessary and appropriate as the total fees charged to the Board are no greater than if the work were done entirely by the firm.

This law firm cannot guarantee success in any legal matter. This firm does, however, pledge to represent the Board to the best of our professional ability within the Illinois Rules of Professional Conduct governing attorneys.

The Board has, at all times, the right to terminate the services of this firm upon written notice to us. We will have the right to terminate our services of the Board upon written request if the Board fails to cooperate with reasonable requests of the firm, fail to pay fees as billed or the firm determines, in its reasonable discretion that continued representation of the Board might violate the Illinois Rules of Professional Conduct governing attorneys.

This agreement shall be governed by the laws of Illinois and any action related to this agreement shall be brought in the Sangamon County Circuit Court, in Springfield, Illinois.

Should the firm prevail in any arbitration or litigation arising out of or relating to non-payment of attorney's fees or non-payment of charges advanced on the Board's behalf, the firm shall be entitled to recover all reasonable attorneys' fees (including the value of time of our attorneys at their normal billing rates), all experts' fees and expenses, and all costs as may be incurred in connection with either obtaining or collecting any judgment and/or arbitration awarded, in addition to any other relief to which the firm may be entitled.

This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which constitute one and the same document. Signatures by fax or electronic mail shall have the same force and effect as original signatures. Please sign and date the Agreement. We hope this Agreement helps the Board understand the financial arrangement between the firm and the Board. The firm wants the Board to be satisfied in all ways with the Board's legal representation. If the Board ever has questions, comments, or complaints about these terms, billing, or any aspect of our representation, please let us know. Our practice grows through referral by satisfied clients. We want the Board to be satisfied with our work. We will proceed in representing the Board pursuant to the terms outlined above upon receipt of the Board signed acceptance in the space provided below. We look forward to our representation of the Board, and hope that our relationship with the Board will be a lasting and successful one.

Rest of page left intentionally blank

***THIS IS A LEGALLY BINDING CONTRACT. BY SIGNING BELOW, YOU ARE
ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTAND THE CONTENTS OF
THIS AGREEMENT AND AGREE TO BE BOUND BY ITS TERMS.***

ACCEPTED, the above and foregoing terms, this ____ day of _____, 2025.

Jilinda Larson, Superintendent

Please feel free to call if you should have any questions or concerns. Thank you for your consideration.

Sincerely,

Samantha A. Bobor

SAB/bnf

RESOLUTION - HLS AMENDMENT #32 –REVISED 06/26/25

WHEREAS, the New Berlin Board of Education discussed the New Berlin existing detectable warning (truncated domes) deterioration and in need of replacement due to the heavy use by staff, parents, students, and the community. It has been determined that therefore substantial, immediate, and unavoidable threat to the health, safety, and/or welfare of pupils due to the truncated domes deterioration, being loose and causing a tripping hazard. All previous Health/Life Safety projects have been completed and are in compliance.

WHEREAS, BLDD architects have determined that the detectable warning (truncated domes) is in need of Replacement in kind.

WHEREAS, it is the recommendation of the Superintendent to utilize the health life safety money in order to replace the New Berlin Elementary detectable warning (truncated domes).

NOW, THEREFORE, BE IT RESOLVED that the Board of Education approve the work the certified estimate from the Architect in the amount of \$8,000 for the replacement of the truncated domes.

ADOPTED this 15th of May, 2025, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Board of Education President

Board of Education Secretary

REVISED FOR BOARD APPROVAL 06/26/25- TO CORRECT ERRORS IN LANGUAGE

Document Status: Draft Update

BOARD OF EDUCATION

2:260 Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX complaints governed by Board policy 2:265, Title IX Grievance Procedure [PRESSPlus1](#)
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/.

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

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

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

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

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

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

Investigation Process

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

(2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request a specific extension of time from the Superintendent (but no longer than 14 days).

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

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

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager.

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

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers [PRESSPlus2](#)

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

The ~~Nondiscrimination Coordinator also serves as the District's~~ Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX. [PRESSPlus3](#)

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

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

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670

jl Larson@pretzelpride.com

217-488-2040

Complaint Managers:

Brandon Radford, JH Principal

300 Ellis St., New Berlin, IL 62670

bradford@pretzelpride.com

217-488-6012

Lori Niemeier, CSBO

600 N. Cedar, New Berlin, IL 62670

lniemeier@pretzelpride.com

217-488-2040

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

20 U.S.C. §1232g, Family Education Rights Privacy Act.

20 U.S.C. §1400, The Individuals with Disabilities Education Act.

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

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

42 U.S.C. §12101 et seq., Americans With Disabilities Act; 28 C.F.R. Part 35.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

5 ILCS 415/10(a)(2), Government Severance Pay Act.

5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.

410 ILCS 513/, Ill. Genetic Information Privacy Act.

740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

775 ILCS 5/, Ill. Human Rights Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: September 18, 2024

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

PRESSPlus 2. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 3. A district must prominently display its Title IX nondiscrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and policy 2:265, *Title IX Grievance Procedure*) and contact

information for its Title IX Coordinator on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

Document Status: Draft Update

OPERATIONAL SERVICES

4:15 Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes cybersecurity and other measures to safeguard

information including: [PRESSPlus1](#) (1) *protected personally identifiable information*, (2) other *types of* information that a federal *awarding* agency, pass-through *agency entity*, or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.:

2 C.F.R. §200.303(e).

5 ILCS 179/, Identity Protection Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 205/3, Local Records Act.

105 ILCS 10/, Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: July 18, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to 2 C.F.R Part 200, amended by 89 Fed. Reg 30046, addressing the safeguarding of information under grant awards and updating the definitions for *personally identifiable information* and *protected personally identifiable information*.

Personally Identifiable Information (PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some PII is available in public sources such as telephone books and websites. This was previously defined as *public personally identifiable information* (Public PII), but 2024 revisions to 2 C.F.R. Part 200 have deleted Public PII as a definition. The definition of PII is not attached to any single category of information or technology. Instead, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that could be used to identify an individual when combined with other available information. 2 C.F.R. §200.1.

Protected personally identifiable information (Protected PII) means PII, except for certain types of PII that must be disclosed by law. 2024 revisions to 2 C.F.R. Part 200 eliminated examples of Protected PII and instead only list examples of PII within the definition of Protected PII at 2 C.F.R. §200.1, which may indicate broadening of the definition of Protected PII. See 89 Fed. Reg. 79732. Before the 2024 revisions, examples of Protected PII contained in the regulation included, but were not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics,

date and place of birth, mother's maiden name, criminal records, medical records, financial records, and educational transcripts. 2 C.F.R. §200.1. Consult the board attorney for guidance in this area. See sample administrative procedure 4:15-AP2, *Treatment of Personally Identifiable Information Under Grant Awards*, available at PRESS Online by logging in at www.iasb.com. Protected PII is similar to, but broader than, the definition of *personal information* under PIPA. **Issue 118, April 2025**

Document Status: Draft Update

OPERATIONAL SERVICES

4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$510,000^{PRESSPlus1} and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board

may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition and, when permitted by the terms and conditions of the award, the retention [PRESSPlus2](#) of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$5,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

2 C.F.R. §200 et seq.

30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 et

seq.

105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.

23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

Adopted: July 18, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046. A minimum threshold of \$10,000, or a lesser amount established by the board, and useful life greater than one year complies with the definition of *equipment* under federal grant rules. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046. **Issue 118, April 2025**

Document Status: Draft Update

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX. [PRESSPlus1](#)

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:

Jill Larson, Supt

Jim Larson, Capt.

600 N. Cedar, New Berlin, IL 62670

jl Larson@pretzelpride.com

217-488-2040

Complaint Managers:

Lori Niemeier, CSBO

600 N. Cedar, New Berlin, IL 62670

lniemeier@pretzelpride.com

217-488-2040

Brandon Radford, JH Principal

300 Ellis St., New Berlin, IL 62670

bradford@pretzelpride.com

217-488-6012

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

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

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §218d, Fair Labor Standards Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §701 et seq., Rehabilitation Act of 1973.

38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 et seq., Civil Rights Act of 1991.

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

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act; 29 C.F.R. Part 1636.

42 U.S.C. §2000e(k), Pregnancy Discrimination Act.

42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

Adopted: December 19, 2024

PRESSPlus Comments

PRESSPlus 1. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

Document Status: Draft Update

General Personnel

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The District shall provide a workplace 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. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, [Title IX Coordinator](#), and/or a Complaint Manager. An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, [Title IX Coordinator](#), [PRESSPlus1](#) and Complaint Managers. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670

jl Larson@pretzelpride.com

217-488-2040

Complaint Managers:

Lori Niemeier, CFO

600 N. Cedar, New Berlin, IL 62670

lniemeier@pretzelpride.com

217-488-2040

Brandon Radford, JH Principal

300 Ellis St., New Berlin, IL 62670

bradford@pretzelpride.com

217-488-6012

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, [Title IX Coordinator](#), or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

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

For any report or complaint alleging sexual-based [PRESSPlus2](#) harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the ~~Nondiscrimination~~ [Title IX Coordinator](#) or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board

policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged workplace harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity

Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.:

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.

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

5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.

775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Vance v. Ball State Univ., 570 U.S. 421 (2013).

Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).

Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).

Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

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

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

Adopted: December 19, 2024

PRESSPlus Comments

PRESSPlus 1. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

General Personnel

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible,

employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will

be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

2 C.F.R. §200.4754. [PRESSPlus1](#)

30 ILCS 708/130, Grant Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Adopted: May 14, 2020

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 118, April 2025**

Document Status: Draft Update

General Personnel

5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:

1. Health conditions of students, including but not limited to training on:
 - a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
 - b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
 - c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
 - d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
 - e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
 - f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to

everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.

3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11.
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
 - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
 - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
 - c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
 - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
 - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
 - a. Teacher-student conduct;
 - b. School employee-student conduct; and
 - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following:

1. Ongoing professional development for ~~teachers, administrators,~~ all school personnel and school resource officers, and staff regarding on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b). PRESSPlus1 the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall

document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.

3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all District staff, annual sexual harassment prevention training.
9. Title IX requirements for training in accordance with 34 C.F.R. ~~§Part 106-8(d)~~ (see Board policy 2:265, *Title IX Grievance Procedure*).
10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*). [PRESSPlus2](#)

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

LEGAL REF.:

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

42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, ~~and 5/24-5,~~ and 5/26A.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 145/25, Care of Students with Diabetes Act

105 ILCS 150/25, Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Adopted: September 18, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/26A-25 and 26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, which requires each designated Article 26A Resource Person to either (1) be trained to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence, including training in the subjects set forth in 105 ILCS 5/26A-35(b)(i), or (2) have participated in an in-service training program under 105 ILCS 5/10-22.39(d) that includes training on the rights of minors to consent to counseling services and psychotherapy under the Mental Health and Developmental Disabilities Code within 12 months prior to designation. However, 105 ILCS 5/10-22.39(d) was deleted by P.A. 103-542 and its training contents are in 105 ILCS 5/10-22.39(b-25).

105 ILCS 5/26A-25(b)(1), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requires employees whose duties include resolution of Article 26A complaints to initially complete at least eight hours of training on issues related to domestic and sexual violence and how to conduct the district's complaint resolution procedure, and to complete six hours of training annually thereafter. Such training must be conducted by individual(s) with expertise in domestic or sexual violence in youth and expertise in developmentally appropriate communications with elementary and secondary students regarding topics of a sexual, violent, or sensitive nature. See sample administrative procedures 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual*

Violence, and 7:255-AP2, Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence.

See pp. 28-30 of the June 2024 report of the second ESS Task Force for existing training requirements that may be suitable to fulfill Article 26A training requirements, at:

www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. **Issue 118, April 2025**

Document Status: Draft Update

INSTRUCTION

6:150 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Ill. State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A, will be provided home instruction, correspondence courses, or other courses of instruction under the following circumstances: [PRESSPlus1](#)

1. ~~(1) b~~ Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, ~~and (2) f~~
2. For up to three months after the child's birth or a miscarriage. [PRESSPlus2](#)
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the District, in writing, that the child has a serious health condition [PRESSPlus3](#) that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the District, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization, as defined in 105 ILCS 5/26A, informs the District, in writing, that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The District may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.:

105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.

23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunities), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence).

Adopted: July 18, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6a, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. Number 2 does not require a written statement from a physician, physician assistant, or advanced practice registered nurse. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. **Issue 118, April 2025**

PRESSPlus 3. *Serious health condition* means an illness, injury, impairment, or physical or mental health condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider that is not controlled by medication alone. **Issue 118, April 2025**

Document Status: Draft Update

INSTRUCTION

6:235 Access to Electronic Networks

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

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

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

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

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

Curriculum and Appropriate Online Behavior

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

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

Acceptable Use

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

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Use of Artificial Intelligence (AI)-Enabled Tools [PRESSPlus1](#)

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, *School District Philosophy*, and 7:345, *Use of Educational Technologies*.

To implement the use of AI-enabled tools in the District, the Superintendent or designee shall:

1. Develop a District-wide AI Plan that addresses the District's approach to the integration of AI;
2. Based on the District-wide AI Plan, establish AI Responsible Use Guidelines to address the responsible use of AI in the District by students and staff;
3. Ensure that AI-enabled tools comply with State and federal law;
4. Ensure that staff receive training and students receive instruction on the use of AI, as appropriate; and
5. Review the District's AI Plan and AI Responsible Use Guidelines on an annual basis and update them as needed.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:

20 U.S.C. §7131, Elementary and Secondary Education Act.

47 U.S.C. §254(h) and (l), Children's Internet Protection Act.

47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: August 19, 2021

PRESSPlus Comments

PRESSPlus 1. Optional. Artificial intelligence is a rapidly evolving and complex technology that implicates many unsettled legal and ethical issues. This content contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

A Statewide Generative AI and Natural Language Processing Taskforce issued a report to the General Assembly in December 2024 (<https://doit.illinois.gov/content/dam/soi/en/web/doit/meetings/ai-taskforce/reports/2024-gen-ai-task-force-report.pdf>) that recommended the Ill. State Board of Education provide guidance on the use of AI in schools, best practices, and educator training. The U.S. Dept. of Education released a toolkit to assist education leaders with the safe, ethical, and equitable integration of AI within education systems, available at: http://downloads.microscribepub.com/il/press/federal_resources/FINAL-ED-OET-EdLeaders-AI-Toolkit-10.29.24_20250221.pdf. Note: This resource may no longer be available on a federal government website but is being maintained at PRESS Online to provide consistent subscriber access.

Adopting policy language that addresses AI provides (a) a way for boards to monitor how this technology is being used in the district, and (b) an opportunity for the board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Before adoption of this subhead, the board may want to have a conversation with the superintendent to determine how local conditions, resources, and current practices will support the full implementation of a policy that addresses AI and its goals. The use of AI will be most effective when the policy reflects local conditions and circumstances. Consult the board attorney about these issues. See sample administrative procedure 6:235-AP3, *Development of Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*, available at PRESS Online by logging in at www.iasb.com, for a

suggested framework for developing an AI plan and guidelines. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, immigration status, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination complaint by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Sex Equity

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

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Any student may file a sexual harassment discrimination [PRESSPlus1](#) complaint by using Board policy 2:265, *Title IX Grievance Procedure*.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, ~~who also serves as the District's~~ [and a](#) Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.:

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

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

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

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

III. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, 5/26A, and 5/27-1.

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

775 ILCS 35/5, Religious Freedom Restoration Act.

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

Adopted: December 19, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:20 Harassment of Students Prohibited

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

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, 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.~~ [PRESSPlus1](#)

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator, [Title IX Coordinator](#), [PRESSPlus2](#) and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, [Title IX Coordinator](#), and Complaint Managers. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670
jlarson@pretzelpride.com
217-488-2040

Complaint Managers:

Lori Niemeier, CSB	Brandon Radford, JH Principal
600 N. Cedar, New Berlin, IL 62670	300 Ellis St., New Berlin, IL 62670
lniemeier@pretzelpride.com	bradford@pretzelpride.com
217-488-2040	217-488-6012

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

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

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

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

For any report or complaint alleging sexual-based PRESSPlus3 harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Title IX Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

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

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

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

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

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

Retaliation Prohibited

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

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

LEGAL REF.:

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

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

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

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/26A, 5/27-1, and 5/27-23.7.

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

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

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

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

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

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

Adopted: September 18, 2024

PRESSPlus Comments

PRESSPlus 1. This sentence is stricken because the preceding sentence already states that students are encouraged to report to any employee with whom the student is comfortable speaking. **Issue 118, April 2025**

PRESSPlus 2. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:60 Residence

Resident Students

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

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

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

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

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

Residence of Students with Disabilities

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

Requests for Nonresident Student Admission

The District does not accept non-resident tuition students.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district

determine that the student's health and safety will be served by such attendance.

2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement, including, but not limited to, an agreement for interdistrict transfer of students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A. [PRESSPlus1](#)
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

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

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.:

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, ~~and 5/14-1.11b,~~
and 5/26A.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.

23 Ill.Admin.Code §1.240.

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

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

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

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

Adopted: December 13, 2023

PRESSPlus Comments

PRESSPlus 1. Nonresident students may include students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *Ensuring Success in School Law*, eff. 7-1-25. Interdistrict transfer is not required by Article 26A, but including language about it in this policy is recommended in the 2024 Ensuring Success in School (ESS) Task Force Report to the Governor and the General Assembly, available here: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. For further information about the 2024 ESS Task Force, see footnote 1 in sample policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), [PRESSPlus1](#) observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. [PRESSPlus2](#) Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.

5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, ~~or~~ and information about available community ~~agency~~ services relevant to such students' needs. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to ~~teachers, administrators~~ all school personnel, Board members, and school resource officers, ~~and staff~~ PRESSPlus3 on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Monitoring/Updating

Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.:

105 ILCS 5/22-92 and 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, ~~and 5/26-18,~~ and 5/26A.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

Adopted: December 13, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Fulfillment of a parenting responsibility* includes, but is not limited to, arranging and providing child care, caring for a sick child, attending prenatal or other medical appointments for the expectant student, and attending medical appointments for a child. *Circumstances resulting from domestic or sexual violence* includes, but is not limited to, experiencing domestic or sexual violence, recovering from physical or psychological injuries, seeking medical attention, seeking services from a domestic or sexual violence organization as defined in 105 ILCS 5/26A-10, seeking psychological or other counseling, participating in safety planning, temporarily or permanently relocating, seeking legal assistance or remedies, or taking any other action to increase the safety or health of the student or to protect the student from future domestic or sexual violence. Before an absence of three or more consecutive days that is related to domestic or sexual violence, a district may require a student to verify his or her claim of domestic or sexual violence under 105 ILCS 5/26A-45. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

Definitions from 105 ILCS 5/27-23.7

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

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

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

meant to be illustrative and non-exhaustive.

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

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

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

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, [Title IX Coordinator](#), [PRESSPlus1](#) Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670

jlarrison@pretzelpride.com

217-488-2040

Complaint Managers:

Lori Niemeier, CSBO

600 N. Cedar, New Berlin, IL 62670

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Brandon Radford, JH Principal

300 Ellis St., New Berlin, IL 62670

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217-488-6012

4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

Adopted: May 16, 2024

PRESSPlus Comments

PRESSPlus 1. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:185 Teen Dating Violence Prohibited

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

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

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sexual discrimination, including sex-based harassment, [PRESSPlus1](#) in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: September 18, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:190 Student Behavior

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

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - 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's 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's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. ~~Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.~~ [PRESSPlus1](#) Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Sexting, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending,

sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law. [PRESSPlus2](#)

8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
17. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted

from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. [PRESSPlus3](#) It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by 105 ILCS 5/10-20.33 ~~needed to maintain safety for students, staff, or other persons, or for the purpose of self defense or defense of property.~~

Isolated Time Out, Time Out, and Physical Restraint

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

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look alikes* of any firearm as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior

request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

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

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

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents involving battery against staff members to the Ill. State Board of Education ISBE through its web-based School Incident Reporting System as they occur during the year and no later than August 1 July 31 PRESSPlus4 for the preceding school year.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33 PRESSPlus5 needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

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

LEGAL REF.:

20 U.S.C. §7971, Pro-Children Act of 2004.

20 U.S.C. §7961 et seq., Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.

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

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

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

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

Adopted: December 13, 2023

PRESSPlus Comments

PRESSPlus 1. This text is moved to #7, below. **Issue 118, April 2025**

PRESSPlus 2. This definition of sexting is adapted from Merriam-Webster's definition at www.merriam-webster.com/dictionary/sexting, and it incorporates offenses under State law that

address the dissemination of explicit images. A district may wish to use another definition or create its own with the board attorney. See sample administrative procedure 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, available at PRESS Online by logging in at www.iasb.com, for definitions of the italicized terms in this paragraph and their accompanying citations. See also sample administrative procedure 7:190-AP5, *Student Handbook - Electronic Devices*. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-100, added by P.A. 103-806. **Issue 118, April 2025**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-27.1A and 10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling). **Issue 118, April 2025**

PRESSPlus 5. Updated in response to 105 ILCS 5/24-24, amended by P.A. 103-806. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:200 Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or

b) A disruption to other students' learning opportunities.

ii. For a suspension of 4 or more school days, an explanation:

a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and

c) That the student's continuing presence in school would either:

i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substantially disrupt, impede, or interfere with the operation of the school.

d) ~~Of~~ For a suspension of 4 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension, as determined by the Superintendent or designee.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board.

- a. At the review, the student s and his or her parent(s)/guardian(s) may appear with a representative of their choice and at their expense, be accompanied by a support person of their choice and at their expense, disclose any factor to be considered in mitigation (including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing. [PRESSPlus1](#)
- b. If the review involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim. [PRESSPlus2](#)
- c. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
- d. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

Goss v. Lopez, 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

Adopted: December 19, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. A representative chosen by the parent/guardian (or by the student, if emancipated) must be permitted to represent the student "throughout the proceedings and to address the school board or its appointed hearing officer." A support person chosen by the parent/guardian (or by the student, if emancipated) must also be permitted to accompany the student to any expulsion hearing or proceeding. For the definition of *support person*, see sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-22.6(b-40), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:210 Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. Inform the student and parent(s)/guardian(s) that a representative of their choice and at their expense is permitted to represent the student throughout the proceedings and to address the Board or its hearing officer. [PRESSPlus1](#)
 - e. Inform the student and parent(s)/guardian(s) that a support person [PRESSPlus2](#) of their choice and at their expense is permitted to accompany the student throughout the proceedings.
 - f. List the student's prior suspension(s).
 - g. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - h. Ask that the student or parent(s)/guardian(s) ~~or attorney~~ inform the Superintendent or Board Attorney if the student will ~~be represented by an attorney~~ appear with a representative and/or support person and, if so, provide the ~~attorney's~~ name(s) and contact information for the representative and/or support person.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
4. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged.
 - a. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student.

- b. The student and his or her parent(s)/guardian(s) may ~~be represented by counsel~~ appear with a representative, be accompanied by a support person, disclose any factor to be considered in mitigation (including his or her status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing. [PRESSPlus3](#)
 - c. If the expulsion hearing involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim. [PRESSPlus4](#)
5. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
 6. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

7. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.:

Goss v. Lopez, 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development); 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

Adopted: January 19, 2022

PRESSPlus Comments

PRESSPlus 1. Items d and e are required by 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. For the definition of support person, see sample administrative procedure 7:255-AP1, *Supporting Students who are Parents, Expectant Parents, or Victims of Sexual or Domestic*

Violence, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 3. 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 4. 105 ILCS 5/10-22.6(b-40), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:250 Student Support Services

The District provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. ~~Guidance and s~~ School counseling services. The Superintendent or designee shall annually inform all school personnel and students 12 years of age and older, in writing, of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550. [PRESSPlus1](#)

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

Article 26A Domestic or Sexual Violence and Parenting Resource Personnel [PRESSPlus2](#)

The Superintendent or designee will ensure that at least one staff member in each school building is designated as a resource person (Article 26A Resource Person) for students who are parents, expectant parents, or victims of domestic or sexual violence and offers those services required by 105 ILCS 5/26A. See Board policy 7:255. *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. The Article 26A Resource Person may be a member of the building's Student Support Committee.

The Superintendent shall ensure that this policy shall be is implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq., and that it is respectful of student privacy, including that student records are maintained and their

confidentiality protected in accordance with Board policy and District procedures. [PRESSPlus3](#)

LEGAL REF.:

105 ILCS 5/10-23.13(b), 5/10-20.59, ~~and 5/21B-25(G)~~, and 5/26A.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

405 ILCS 49/, Children's Mental Health Act.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease), 7:220 (Bus Conduct)

Adopted: January 18, 2023

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/26A-40(h), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. Required by 105 ILCS 5/26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 3. This policy text is based on recommendations of the second ESS Task Force. See pp. 13-14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:270 Administering Medicines to Students

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

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

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan. [PRESSPlus1](#)

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

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

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

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

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

Discipline of a student for being administered a product by a designated caregiver, or by a school

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

Void Policy

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

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

Administration of Undesignated Medication

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

Undesignated Medication Disclaimers

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

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

LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.

105 ILCS 145/, Care of Students with Diabetes Act.

105 ILCS 150/, Seizure Smart School Act.

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

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

Adopted: May 16, 2024

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 145/30; 105 ILCS 150/30. This is not a new requirement, but it is added to make clear in policy that self-carry may also be authorized for diabetes/seizure management. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:310 Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy 7:190, Student Behavior, PRESSPlus1 and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material

to be distributed or accessed is primarily prepared by students.

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 publications that cause: (1) substantial disruption or a foreseeable risk of substantial disruption to school operations or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-23.7.

Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:315 (Restrictions on Publications; High Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

Adopted: January 19, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:315 Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and

6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
 - a. Commit an unlawful act;
 - b. Violate any of the District's policies; or
 - c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

6. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
7. 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;
8. 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 [7:190, Student Behavior](#), [PRESSPlus1](#) and/or Student Handbooks;
9. Is reasonably viewed as promoting illegal drug use;
10. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
11. [Encourages or](#) incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-20.08 and 5/27-23.7.

105 ILCS 80/, Speech Rights of Student Journalists Act.

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).

Morse v. Frederick, 551 U.S. 393 (2007).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:310 (Restrictions on Publication; Elementary Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

Adopted: January 19, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:340 Student Records

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

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

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

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is

strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18).

Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.

50 ILCS 205/7, Local Records Act.

105 ILCS 5/10-20.12b, 5/10-20.40, ~~and 5/14-1.01 et seq.~~ and 5/26A-30. [PRESSPlus1](#)

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: January 18, 2023

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. . **Issue 118, April 2025**

Document Status: Draft Update - New

7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

New/Unpublished Section

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, [PRESSPlus1](#) or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A). [PRESSPlus2](#)

The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year. [PRESSPlus3](#)
2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35. [PRESSPlus4](#)
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person. [PRESSPlus5](#)
4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1).
5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45. [PRESSPlus6](#)
6. Provides Article 26A Students with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40. [PRESSPlus7](#)
7. Ensures the prompt and equitable resolution of all Article 26A complaints through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25. [PRESSPlus8](#)
8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f). [PRESSPlus9](#) Confidentiality procedures will: [PRESSPlus10](#)
 - a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and
 - b. Comply with the requirements of 105 ILCS 5/26A-30.
9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A-

20(c).[PRESSPlus11](#)

10. Complies with State and federal law and aligns with Board policies.[PRESSPlus12](#)

Requesting Support Services

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students,[PRESSPlus13](#) a Complaint Manager, or any employee with whom the person is comfortable speaking.[PRESSPlus14](#)

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.[PRESSPlus15](#)

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Title IX Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc.

This policy does not increase or diminish the ability of the District or the parties to exercise any other

rights under existing law.

Policy Review [PRESSPlus16](#)

At least once every two years, pursuant to 105 ILCS 5/26A-20 and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

Retaliation Prohibited [PRESSPlus17](#)

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension or expulsion, with regard to students.

LEGAL REF.:

105 ILCS 5/26A.

105 ILCS 10/, III. School Student Records Act.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

405 ILCS 49/, Children's Mental Health Act.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

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

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:250 (Student Support Services), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. An *expectant parent* is a student who (i) is pregnant and (ii) has not yet received a diploma for completion of a secondary education as defined in 105 ILCS 5/22-22. **Issue 118, April 2025**

PRESSPlus 2. This policy is created in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring districts to ensure they have policies, procedures, and resources in

place to ensure that Article 26A Students are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma.

105 ILCS 5/2-3.147, added by P.A. 95-558 and repealed by P.A. 99-30, created the first Ensuring Success in School (ESS) Task Force. Supervised by the Ill. State Board of Education (ISBE), it developed policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence; the goal was to encourage these students to stay in school, stay safe while in school, and successfully complete their education. The June 2010 report of the first ESS Task Force is available here: www.isbe.net/Documents/ess-task-force-final-report0610.pdf.

105 ILCS 5/26A-15, added by P.A. 102-466 (a/k/a *ESS Law*) and scheduled to be repealed on 12-1-25, created a second ESS Task Force supervised by ISBE, also focused on the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The second ESS Task Force was to: (1) draft and publish model policies and intergovernmental agreements for inter-district transfers, (2) draft and publish model complaint resolution procedures, and (3) identify current mandatory and new staff trainings needed.

Issue 118, April 2025

PRESSPlus 3. 105 ILCS 5/26A-20(d), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 4. See footnote 25 in sample policy 5:100, *Staff Development Program*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com, for further information about training requirements. **Issue 118, April 2025**

PRESSPlus 5. 105 ILCS 5/26A-40(e), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Agents* is not defined and who is considered an agent for the district is fact-specific; consult the board attorney for guidance. **Issue 118, April 2025**

PRESSPlus 6. 105 ILCS 5/26A-45, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See detailed verification requirements and restrictions in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 7. 105 ILCS 5/26A-40, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Providing accommodations to ensure equal educational opportunities for students who are parents and expectant parents is also required by federal regulations implementing Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 et seq.) and ISBE sex equity regulations. 34 C.F.R. §106.40 and 49 C.F.R. §25.445; 23 Ill.Admin.Code §200.50. See policy 7:10, *Equal Educational Opportunities*, and sample administrative procedure 7:10-AP2, *Accommodating Breastfeeding Students*, available at PRESS Online by logging in at www.iasb.com. Reasonable accommodations for breastfeeding students are also required by 105 ILCS 5/10-20.60. **Issue 118, April 2025**

PRESSPlus 8. 105 ILCS 5/26A-25 and 5/26A-20(c), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-

1-25, list the basic requirements for a complaint resolution procedure. Live hearings are not required but may be offered as part of the complaint resolution procedure. **Consult the board attorney if the board wants the district to use a live hearing in its complaint resolution procedure.** For an Article 26A complaint resolution procedure, see sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. See also sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. Sample administrative procedures are available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 9. 105 ILCS 5/26A-45(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. The ESS Law amended the definition of *student temporary record* in the Ill. School Student Records Act (ISSRA) (105 ILCS 10/) to include information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A. **Issue 118, April 2025**

PRESSPlus 10. Required by 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

The policy text is based on recommendations of the second ESS Task Force. See p. 14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. The phrase "including any other employee" comes directly from 105 ILCS 5/26A-30(a) and is confusing because it is unclear whose employee is being referenced. The Ill. School Student Records Act (ISSRA) permits student records to be disclosed to any district employees with a "current demonstrable educational or administrative interest" in a student if disclosure is "in furtherance of such interest." 105 ILCS 10/6(a)(2). **Consult the board attorney for guidance. Issue 118, April 2025**

PRESSPlus 11. 105 ILCS 5/26A-20(c)(1)-(6), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, states elements that must be in a district's "policy on the procedures" that a student or their parent/guardian may follow if he or she chooses to report an incident of alleged domestic or sexual violence. Having a "policy on the procedures" is a misnomer because the board does not adopt procedures but rather, through policy, directs the superintendent to establish procedures to implement policy. Only the required element at 105 ILCS 5/26A-20(c)(6), to establish a complaint resolution procedure, appears in this policy's text because the remaining elements are not board work and therefore inappropriate to include in board policy. Instead, required elements from 105 ILCS 5/26A-20(c)(1)-(5) appear in sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 12. See sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com, for a list of board policies implicated by the ESS Law and that may interact with this policy. **Issue 118, April 2025**

PRESSPlus 13. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District

Edits." **Issue 118, April 2025**

PRESSPlus 14. By including “any employee” in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 118, April 2025**

PRESSPlus 15. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. **Issue 118, April 2025**

PRESSPlus 16. 105 ILCS 5/26A-20(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. This provision also requires districts to review and revise any procedures that act as a barrier to Article 26A Students. Since procedure review and revision is administrator work and not board work, this requirement is addressed in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 17. 105 ILCS 5/26A-50, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

Document Status: Draft Update - Rewritten

BOARD OF EDUCATION

2:265 Title IX Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) [PRESSPlus1](#) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

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

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

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

Definitions from 34 C.F.R. §106.30

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

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

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

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

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

Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus2](#) or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus3](#) a Complaint Manager, or any employee with whom the person is comfortable speaking.

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

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. [PRESSPlus4](#)

Title IX Coordinator:

Name

Address

Email

Telephone

Processing and Reviewing a Report

Upon receipt of a report made under this Title IX grievance procedure, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the

Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint.

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

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training [PRESSPlus5](#) on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard. [PRESSPlus6](#)
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

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

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

Retaliation Prohibited

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

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

LEGAL REF.:

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

PRESSPlus Comments

PRESSPlus 1. Rewritten in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. See the sample policy 2:265's footnotes, available at PRESS Online by logging in at www.iasb.com, for more information. **Issue 118, April 2025**

PRESSPlus 2. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 3. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 4. While the name and contact information is required by law to be listed, it is not part of the adopted policy and does not require board action. It is important for the updated name and contact information to be inserted into this policy and regularly monitored. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. If the district has more than one Title IX Coordinator, it should designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations. The Title IX Coordinator with ultimate oversight should be listed in this policy.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 5. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney** if the board wants the district to use a live hearing in its grievance process.

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant." After inserting the underscored text, use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 6. 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of proof it will use to determine responsibility of the respondent. The standard of proof selected must be applied "consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee." 85 Fed. Reg. 30373. *Preponderance of evidence* is a standard of proof used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's Law Dictionary*, 11th ed. 2019. *Preponderance of evidence* is the standard of proof used in sample policy 2:260, *Uniform Grievance Procedure*.

Clear and convincing is a higher standard of proof, requiring more than *preponderance of evidence* but less than proof beyond a reasonable doubt. It means “evidence indicating that the thing to be proved is highly probable or reasonably certain.” See *Black’s Law Dictionary*, 11th ed. 2019. **Consult the board attorney regarding the appropriate standard of proof for the district, as well as implications if a different standard of proof is used in this policy than in 2:260, *Uniform Grievance Procedure*.** For boards that choose the *clear and convincing evidence* standard of proof, delete “~~*preponderance of*~~” and insert “*clear and convincing*.” Ensure the same standard of proof is used in 2:265-AP2, *Formal Title IX Complaint Grievance Process*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**



Application for Cooperative Team Sponsorship

For New 2025-26 & 2026-27
Cooperative Teams Only

Deadlines for submission of applications:

Aug. 1=Fall sports/activities; Oct. 1=Winter sports/activities; Feb. 1=Spring sports/activities

A separate application MUST be completed and submitted for each boys' athletic team, each girls' athletic team, and each activity.

For criteria under which cooperative teams may be formed, refer to Section 2.030 of the By-laws and Section 26 of the Administrative Procedures, Guidelines and Policies Section in the IHSA Handbook with Illustrations.

1. This application is for cooperative sponsorship of a team for the two-year classification cycle covering 2025-2026 and 2026-2027 school years.

Boys + Girls

(Specify Gender of Team - if applicable)

Wrestling

(Sport/Activity)

Sangamo

(Cooperative Team Conference)

2. This application must include the following:

- letters from the presidents of ALL conferences of which each school in this cooperative are members for ANY sport/activity, certifying that this cooperative team has been approved by the conferences
- a letter from the president of the conference of which this cooperative team will be a member during the co-op, certifying that this cooperative team has been approved for participation in the conference. If this cooperative team will not participate in a conference, attach letters approving the cooperative team from seven (7) schools on its upcoming schedule.
- a signed copy of the intergovernmental agreement of this cooperative team, formally adopted by the boards of education of the participating schools for the school terms listed above, detailing your agreement in respect to insurance, coaching personnel and compensation, liability, facilities, equipment, etc. It must indicate that procedures are established for checking on student eligibility and complying with all IHSA By-Laws. Local policies which will be implemented in respect to training rules, academic standards, etc., must be agreed upon. (Copy of the intergovernmental agreement must accompany each request.)

3. NAME OF SCHOOLS

CITY

ALL CONFERENCE AFFILIATIONS
OF EACH SCHOOL IN COOPERATIVE

ENROLLMENT

Pleasant Plains HS

Pleasant Plains

Sangamo

402

New Berlin HS

New Berlin

Sangamo

257

4. The following rationale underlies our desire for cooperative team sponsorship:

Pleasant Plains is starting the program next year at the JV level.
To sustain the program we are seeking a coop w/ another school (NB)
that doesn't have wrestling.

5. The number of students participating in this sport/activity at each cooperating school, and the number expected to participate in this sport/activity under the cooperative agreement is:

SCHOOL

NO. OF STUDENTS WHO
PARTICIPATED IN PREVIOUS YEAR

NO. OF STUDENTS EXPECTED
TO PARTICIPATION CO-OP

Pleasant Plains

2025-2026

10

will be the 1st

year Plains has

wrestling + it will

be JV only.

New Berlin

Didn't participate last yr.

10

6. Host school: Pleasant Plains HS

Contact person: Brent Grisham

Team school name: Pleasant Plains HS

Team nickname: Cardinals

Practices to be held at: Pleasant Plains HS

Home contests to be held at: Pleasant Plains HS

7. The following signatures certify that formation of this cooperative team will not reduce participation opportunities for students in any of the cooperating schools and has been approved by formal vote of the boards of education and administrations of all schools in the cooperative.

SCHOOLS

BOARD PRESIDENTS' SIGNATURES

PRINCIPALS' SIGNATURES

Pleasant Plains

New Berlin

[Signature]
[Signature]

Official IHSA Action

The above application for cooperative team sponsorship IS ☐ IS NOT ☐ granted for the 2025-2026 and 2026-2027 classification cycle.

(Date)

Authorized IHSA Administrator

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:

Computers and Other Technology Equipment

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 May 15, 2025, 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 15th day of May of 2025.

Secretary
Board of Education
May 15, 2025

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:

Generator

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 26, 2025, 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 26th day of June of 2025.

Secretary
Board of Education
June 26, 2025



Service Agreement

New Berlin High School

Lifetouch ID: 21311

Account Representative Email:
zahari.safford@lifetouch.com

School Year(s): 2025-2027

Agreement Length: 2

Account Information

New Berlin High School
300 Ellis St
New Berlin, IL 62670

Main Phone: 217-488-6012
Enrollment: 250
Grades: 9 - 12

Summary of Programs Provided

☒ Fall Individuals	☐ Yearbook	☐ Groups	☒ Commencements
☐ Spring Individuals	☐ Prestige Seniors	☐ Dance	☐ Other/Misc
☒ Underclass Grads	☐ Sports	☐ Special Events	

Program Type*	Start Date	End Date	Setup Time	Start Time	End Time	Est. Photo'd	Setup Location
Commencements - Original							
Fall Individuals - Original							
Underclass Grads - Original							

*All dates are tentative and subject to change or TBD if blank.

Account Services

☒ Yearbook - Media CD/DMD	
☒ Storefront	Storefront Contact: Cathy Mills
☒ Lifetouch Portal	Lifetouch Portal Contact: Cathy Mills

Picture Day Notify is a complimentary service included when parent/guardian emails are provided.

Invoicing Products

Product Name	Sales Price	Line Description
ID Services	\$2.50	Per Subject Photographed

All payments payable by you are due upon invoice delivery. If you terminate this agreement after services are performed, deliverables (photographs, class pictures, yearbooks, etc.) will be provided only after all invoices are paid in full.

Other Services

Digital Media Download - Medium Res - Yearbook
Digital Media Download - High Res (up to 800)
Lab Media Download - Wall Composite

Contact information

Contact Name	Title	Phone	Email
Hattie Llewellyn	Principal	217-488-6012	hllewellyn@pretzelpride.com
Cathy Mills	Administrative Assistant	217-488-6012	cmills@pretzelpride.com
Kimberly Hepperly	Yearbook Sponsor	217-488-6012	khepperly@pretzelpride.com

Agreement Terms

The account noted above (referred to as "you") designates Shutterfly Lifetouch, LLC (referred to as "Lifetouch") as your exclusive professional photographer and authorizes Lifetouch to: (i) photograph all students and staff who participate in "Picture Day" or other photography events, and (ii) produce and deliver photographs and services for the programs identified above. You are solely responsible for obtaining staff and parent or guardian consent to, or opt out of: (i) participation in all events and activities, and (ii) inclusion in class photographs or yearbooks (if included in services). You will provide us with access to students and staff, and use of your facilities, property and information for the purpose of performing the services, including Picture Day or event administration, fulfillment and distribution of photographs and yearbooks to you, delivery of Picture Day or event notices, and providing parents or guardians of photographed students opportunities to purchase individual and class pictures and yearbooks (if included in services). Lifetouch may modify the terms of this agreement or terminate this agreement upon notice to you. You may terminate this agreement if Lifetouch notifies you of a material change. If you do not terminate this agreement within 30 days after you receive notice of a change to the terms, you will be deemed to have accepted the change. Lifetouch's liability for any breach is limited to the amount you paid for services. Lifetouch will not disclose confidential information provided by you or use or retain it for any purpose other than performing the services or other internal uses as allowed by law. Lifetouch agrees to comply with laws, regulations and governmental orders governing the privacy and security of personal information including, where applicable and without limitation, the Family Educational Rights in Privacy Act. Lifetouch is and remains the copyright owner of all photographic images created in connection with this agreement. If Lifetouch is obligated to provide photographic images to you as part of the services provided under this agreement, Lifetouch hereby grants you a nonexclusive, irrevocable, royalty-free license to use such photographic images solely for your administrative and educational purposes.

Signatures

E-SIGNED by Zahari Safford
on 2025-06-17 14:58:14 GMT

June 17, 2025

Zahari Safford

Account Specialist - School

E-SIGNED by Hattie Llewellyn
on 2025-06-17 15:09:16 GMT

June 17, 2025

Hattie Llewellyn

Principal



Service Agreement

New Berlin Junior High School

Lifetouch ID: 21313

School Year(s): 2025-2027

Account Representative Email:
zahari.safford@lifetouch.com

Agreement Length: 2

Account Information

New Berlin Junior High School
300 Ellis St
New Berlin, IL 62670

Main Phone: 217-488-6011
Enrollment: 250
Grades: 7 - 8

Summary of Programs Provided

☒ Fall Individuals	☒ Yearbook	☐ Groups	☐ Commencements
☐ Spring Individuals	☐ Prestige Seniors	☐ Dance	☐ Other/Misc
☐ Underclass Grads	☐ Sports	☐ Special Events	

Program Type*	Start Date	End Date	Setup Time	Start Time	End Time	Est. Photo'd	Setup Location
Yearbook - Original							
Fall Individuals - Original							

*All dates are tentative and subject to change or TBD if blank.

Account Services

- ☐ Yearbook - Media CD/DMD
- ☐ Storefront
- ☐ Lifetouch Portal

Storefront Contact:

Lifetouch Portal Contact:

Picture Day Notify is a complimentary service included when parent/guardian emails are provided.

Invoicing Products

Product Name	Sales Price	Line Description
ID Services	\$2.50	Per Subject Photographed

All payments payable by you are due upon invoice delivery. If you terminate this agreement after services are performed, deliverables (photographs, class pictures, yearbooks, etc.) will be provided only after all invoices are paid in full.

Contact information

Contact Name	Title	Phone	Email
Brandon Radford	Principal	2174886012	bradford@pretzelpride.com
Tonya Delaney		217-488-6011	tdelaney@pretzelpride.com

Agreement Terms

The account noted above (referred to as "you") designates Shutterfly Lifetouch, LLC (referred to as "Lifetouch") as your exclusive professional photographer and authorizes Lifetouch to: (i) photograph all students and staff who participate in "Picture Day" or other photography events, and (ii) produce and deliver photographs and services for the programs identified above. You are solely responsible for obtaining staff and parent or guardian consent to, or opt out of: (i) participation in all events and activities, and (ii) inclusion in class photographs or yearbooks (if included in services). You will provide us with access to students and staff, and use of your facilities, property and information for the purpose of performing the services, including Picture Day or event administration, fulfillment and distribution of photographs and yearbooks to you, delivery of Picture Day or event notices, and providing parents or guardians of photographed students opportunities to purchase individual and class pictures and yearbooks (if included in services). Lifetouch may modify the terms of this agreement or terminate this agreement upon notice to you. You may terminate this agreement if Lifetouch notifies you of a material change. If you do not terminate this agreement within 30 days after you receive notice of a change to the terms, you will be deemed to have accepted the change. Lifetouch's liability for any breach is limited to the amount you paid for services. Lifetouch will not disclose confidential information provided by you or use or retain it for any purpose other than performing the services or other internal uses as allowed by law. Lifetouch agrees to comply with laws, regulations and governmental orders governing the privacy and security of personal information including, where applicable and without limitation, the Family Educational Rights in Privacy Act. Lifetouch is and remains the copyright owner of all photographic images created in connection with this agreement. If Lifetouch is obligated to provide photographic images to you as part of the services provided under this agreement, Lifetouch hereby grants you a nonexclusive, irrevocable, royalty-free license to use such photographic images solely for your administrative and educational purposes.

Signatures

Zahari Safford

Account Specialist - School

Brandon Radford

Principal

NEW BERLIN ELEMENTARY HANDBOOK 2025-2026



Let's go Pretzels!

"This handbook is subject to change due to any new laws passed by the General Assembly. The online version of the handbook will be the most updated for parents and students to review. The handbook can be revised at any time throughout the school year."



New Berlin CUSD #16 2025 - 26 School Calendar



August 2025					
Mon	Tue	Wed	Thu	Fri	Total
				1	0
4	5	6	7	8	0
11	12	13	14	15	2
18	19	20	21	22	5
25	26	27	28	29	5
			Total		12

September 2025					
Mon	Tue	Wed	Thu	Fri	Total
HOL	2	3	4	5	4
8	9	10	11	XHS	5
15	16	17	18	19	5
22	23	PT	PT	NIA/PT	5
29	30				2
					21
			Total		33

October 2025					
Mon	Tue	Wed	Thu	Fri	Total
			1	2	3
6	7	8	9	10	5
HOL	14	15	16	17	4
20	21	22	23	24	5
27	28	29	30	31	5
					22
			Total		55

November 2025					
Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	7	5
10	HOL	12	13	XHS	4
17	18	19	20	21	5
24	25	NIA	HOL	NIA	2
					16
			Total		71

December 2025					
Mon	Tue	Wed	Thu	Fri	Total
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19*	5
NIA	NIA	NIA	NIA	NIA	0
NIA	NIA	NIA			0
					15
			Total		86

January 2026					
Mon	Tue	Wed	Thu	Fri	Total
			NIA	NIA	0
12	13	14	15	16	5
HOL	20	21	22	23	4
26	27	28	29	30	5
					18
			Total		104

February 2026					
Mon	Tue	Wed	Thu	Fri	Total
2	3	4	5	6	5
9	10	11	12	XHS	5
HOL	17	18	19	20	4
23	24	25	26	27	5
					19
			Total		123

March 2026					
Mon	Tue	Wed	Thu	Fri	Total
2	3	4	5	6	5
9	10	11	12	13	5
16	17	18	19	20	5
23	24	25	26	27	5
NIA	NIA				0
					20
			Total		143

April 2026					
Mon	Tue	Wed	Thu	Fri	Total
		NIA	NIA	NIA	0
6	7	8	9	10	5
13	14	15	16	17	5
20	21	22	23	24	5
27	28	29	30		4
					19
			Total		162

May 2026					
Mon	Tue	Wed	Thu	Fri	Total
				XHS	1
4	5	6	7	XED	4
11	12	13	14	XED	4
18	19	20	21	22*	5
HOL	XED	XED	XED		0
					14
			Total		176

June 2026					
Mon	Tue	Wed	Thu	Fri	Total
1	2	3	4	5	0
8	9	10	11	12	0
15	16	17	18	19	0
22	23	24	25	26	0
29	30				0
			Total		176

School Holidays (HOL)	
Labor Day	Sept. 1, 2025
Columbus Day	Oct. 13, 2025
Veterans' Day	Nov. 11, 2025
Thanksgiving Day	Nov. 27, 2025
MLK Day	Jan. 19, 2026
President's Day	Feb. 16, 2026
Memorial Day	May 25, 2026

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.	

School Begins/Teachers	
1st Student Attendance Day	August 11, 2025
End of 1st Quarter	August 14, 2025
End of 2nd Quarter	October 10, 2025
End of 3rd Quarter	December 19, 2025
School Ends (if no snow days)	March 13, 2026
	May 22, 2026
Total Student Attendance Days	176
Emergency Days	5
Teacher Institute/Workshop	4
Total Calendar Days	185

Semester 1 Total Days	86
Semester 2 Total Days	90
	176

Board Approval 1/17/2024

NBE Bell Schedules for all Dismissal Times

3:21 Dismissal Bells	
8:00AM	Students go to the classroom
8:15AM	Class Starts/Tardy Bell
3:05PM	Walkers Dismissal Bell
3:10PM	K-2nd Grade Bus Riders Dismiss
3:12PM	3rd-5th Grade Bus Riders Dismiss
3:21	Final Bell

2:21 Dismissal Bells	
8:00AM	Students go to the classroom
8:15AM	Class Starts/Tardy Bell
2:05PM	Walkers Dismissal Bell
2:10PM	K-2nd Grade Bus Riders Dismiss
2:12PM	3rd-5th Grade Bus Riders Dismiss
2:21	Final Bell

1:00 Dismissal Bells	
8:00AM	Students go to the classroom
8:15AM	Class Starts/Tardy Bell
12:50PM	Walkers Dismissal Bell
12:55PM	K-2nd Grade Bus Riders Dismiss
12:57PM	3rd-5th Grade Bus Riders Dismiss
1:00PM	Final Bell

11:45 Dismissal Bells	
8:00AM	Students go to the classroom
8:15AM	Class Starts/Tardy Bell
11:30AM	Walkers Dismissal Bell
11:33AM	K-2nd Grade Bus Riders Dismiss
11:35AM	3rd-5th Grade Bus Riders Dismiss/Final Bell
11:45 AM	Final Bell

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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.

Mr. Matthew Jokisch – Principal
Mrs. Jodi Acree - 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.

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

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

Bill Marr, Vice President

Jenny Mann, Secretary

Jerry Bishoff, Member

Jason Arndt, Member

Josh Beard, Member

Abby Griffith, Member

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

Jill Larson, Superintendent

Matthew Jokisch, Principal

Jodi Acree, 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, Whitney Peecher, Madison Reynolds

First Grade – Jolene Luca, Kelsie Knox, Audrey Lanzotti, Sarah Smith

Second Grade – Renee Cooper, Skyler Davis, Jenna Katterhenry, Katelyn Moran

Third Grade – Kara Cox, Christina Iacono, Emily Sworobowicz

Fourth Grade – Ashley Berola, Carli Hemphill, Taylor Maus

Fifth Grade – Tyler Berola, Jamie Brown, Stacey Maxson

Special Education Structured Classroom – Molly Booher

Special Education Resource-Shelley Haas, Corinne Price, Courtney Fry

Reading Intervention Specialist - Amanda Fleshman

Art – Grace Crawford

Physical Education – Cam Cummings, James Dambacher, Brad Olysav

General Music (K-5) – Katie Barrett

Band (5th) – Melissa Charneski, Colton Middleton

Librarian – Kara Pecoraro

Library Aide - McKenzie Ward

Secretaries - Jodi Danenberger, Angie Marr

School Nurse– Parlee Reeve

Social Worker – Peyton Kirkpatrick

SASED Psychologist – Keenan Kittell

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

Special Education Administrator – Jenny Mendenhall

Speech Pathologist – Isabella Cox

Paraprofessionals- Kylie Buchanan, Victoria Chambers, Nolan Hart, Jennifer Copeland, Jamie Hulett, Lauren Hulett, Collin Kramer

Sarah Lawhorn, Samantha Martin, Whitney Sutera, Hannah Steck

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

Director of Maintenance – Matt Brown

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

Director of Food Services – Heather Pidcock

Kitchen Staff – Angie Allen, Chris Kansler, Trudy Kunz, Brittany Lane

Transportation Director - Seth Hill

DAILY SCHEDULE

The building will be open to students at ~~7:40~~ 7:50 a.m. Students should **not** arrive at school before 7:50 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 7:45 A.M. OR THOSE 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, ROOMS App

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, PikMyKid needs to be updated, or a note, phone call or email is needed. If we are not notified of a change by the parent by 2:15 p.m (normal dismissal), 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 detectable, 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 a school safety officer prior to assisting at the school. During the online registration process, this form will be made available for all parents to complete. If for some reason, the parent doesn't fill out the form, they will need to complete a paper form by requesting this from the main office 48 hours in advance of the event in order to be approved. 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.

Cross-reference: PRESS 8:30, Visitors to and Conduct on School Property / Cross-Reference: PRESS 6:250, Community Resource Persons and Volunteers

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.

Cross-Reference: PRESS 7:10, Equal Educational Opportunities PRESS 2:260, Uniform Grievance Procedure

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, watches, 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. The superintendent will send communications out to all parents through Thrillshare via text, call, and e-mail along with posting it on the district website. School closings for any reason will be announced as early as possible depending upon all the factors of inclement weather. 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 since teachers will not be responsible for application. Throughout the winter/spring months please remember to send 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. *Cross-Reference: PRESS 4:110, Transportation*

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. *Cross Reference: PRESS 8:70, Accommodating Individuals with Disabilities*

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 217-488-6054 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.

SNACK GUIDELINES

- Students are welcome to bring a water bottle (Please do not send beverages other than water)
- Make sure that your child's small healthy snack is easy to eat in the classroom
- All snacks will be provided by the parent; the teacher will not provide snacks for student in the classroom
- Students should not share or exchange snacks or food at school. (Please talk with your child about this at home.)
- We ask that you avoid sending hard boiled eggs and items with peanut butter to help ensure a safe environment for all students.
- Students may eat the following snacks within their classrooms (as long as their teacher is aware and isn't a problem/disruption to the classroom)

- Fruits (excluding cherries)
- Vegetables
- Cheese
- Beef Sticks/Turkey Sticks
- Nut Free Granola Bars
- Pretzels
- Dried Fruit
- Raisins
- Gold Fish
- Crackers

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. *Cross-Reference: PRESS 7:290, Suicide and Depression Awareness and Prevention*

Employee Conduct Standards-Faith Law Notification - School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's 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, 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. *Cross-reference: PRESS 7:70, Attendance and Truancy*

PRE-ARRANGED ABSENCES

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 appointment. There will be no excused pre-arranged absences during state testing. These pre-arranged absences 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. Administration will discuss the situation with the parent/guardian.

A pre-arranged absence form needs to be signed by the attendance secretary, student's classroom teacher, the parent(s), and finally approved by the principal. These forms may be picked up in the office or printed from the school website. Assignments may be provided in advance. 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. *Cross Reference: PRESS 7:80, Release Time for Religious Instruction/Observation*

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 4 occurrences, students will be subject to lunch detentions, withdrawal of privileges, parent conference, referral to the Truancy 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 be expected 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
- Possible referral to Social Worker for Tier 2 supports

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. *Cross-reference: PRESS 7:70, Attendance and Truancy*

EXCESSIVE ABSENCES

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 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.

24.2525.26 NBE Attendance Procedures

Students are much more likely to succeed in academics if they have consistent school attendance.

If a student is absent, it is the responsibility of the parent/guardian to call the Elementary Office by 8 AM to report the student's absence. Any student absent from school without a call from a parent will be contacted before 10 AM to confirm the student's absence and inquire for the reason for the absence. Absences may be excused by a parent/guardian up to and including the fourth day. After the fourth absence, a doctor's note or legal document (court, etc.) will be required. Student Absences will be limited to 4 days verified by a parent. The Illinois State Board of Education considers any student absence over 9 days - excused or unexcused - as a chronic absence. Student absences are designated as excused, excused and exempt from truancy reporting, or unexcused.

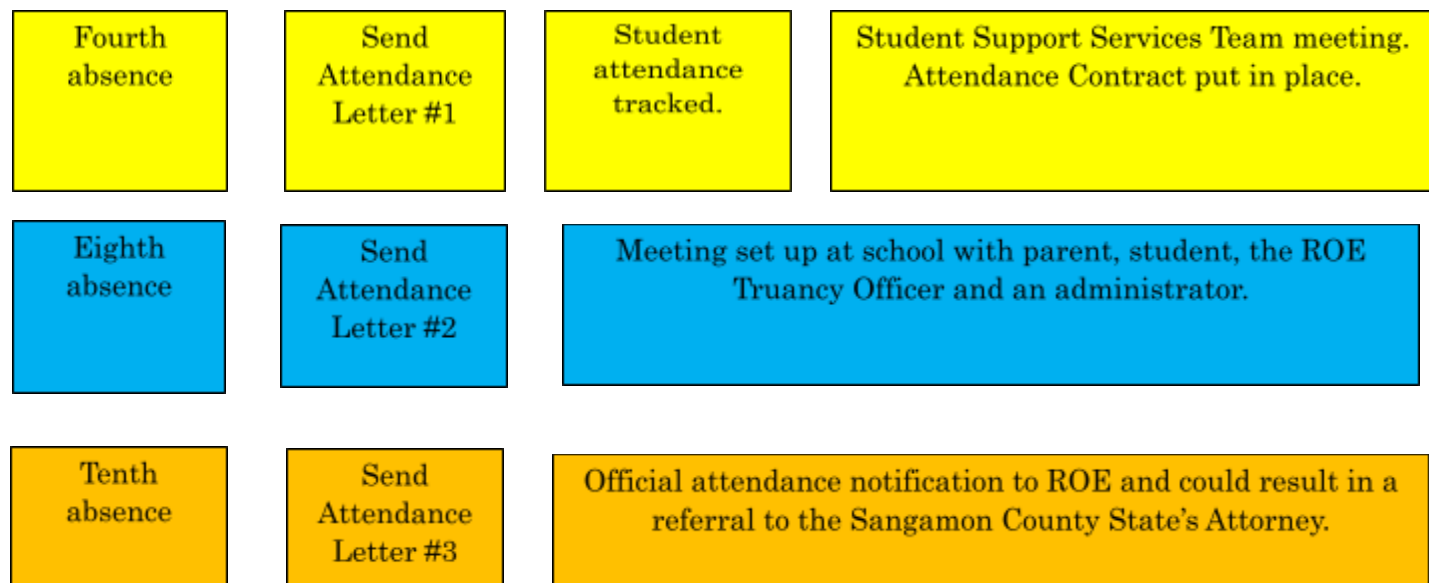
Absence Examples and Designations			
Excused/Parent Request Up to 4 Days	Excused as per School Code and Exempt from Truancy Reporting	Excused as per CUSD #16 School Board and Exempt from Truancy Reporting	Unexcused Parental approval to miss school does not necessarily mean that the school will approve the absence.
Illness	Mental/Behavioral Health (5)	Illness for 3 Consecutive Days of Absence w/Dr. Note	Any parent request over the allotted 4 days that does not fall into the exempt category
Attendance at a funeral for someone that is not an immediate family member.	Observance of a religious holiday or event not provided by the school calendar - parent must provide written notice 5 calendar days prior to the absence.	Death in the Immediate Family and attendance at the funeral of the family member.	Any Mental Health Day over the allotted 5 days
Family Emergency	Attending a Civic Event	Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety	Any Planned Absence Day over the allotted 5 Days
		The Board of Education, in its discretion, may excuse a student for additional days relative to military leave or deployment.	Any religious holiday taken without 5 days written notice by the parent.

	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	Situations beyond the control of the student as approved by administration and for students that have maintained good attendance	Oversleeping, missing the bus, and/or parental tardiness.
	Attending a military honors funeral to sound TAPS	Planned Absences (5) - dependent upon administrative approval for students that have maintained good attendance	Car trouble or repair
		Attendance at a school field trip pending eligibility	Skip Day
		Injury/illness at school and sent home by the school nurse.	

At the end of each quarter, students with excellent and/or perfect attendance will be awarded a certificate for their attendance.

Attendance report data is analyzed every Friday by an administrator and the Administrative Assistant. Students that are identified as having chronic absenteeism will be monitored through the steps below.

Procedures for Chronic Absenteeism



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.

HONOR ROLL

The honor roll consists of 4th and 5th grade students who attain all A/B grades on their report card.

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.~~ Students who are unexcused will need to make up work that was missed during their absence within the same amount of time that they were absent. Example: 1 unexcused absence equals 1 day to make up work for full credit.

CONFERENCES

Parent-Teacher conferences are set for ~~Wednesday and Thursday, September 25 & 26, 2024. There will be No School on Friday, September 25, 2024.~~ Wednesday and Thursday, September 24 & 25, 2025. There will be No School on Friday, September 26, 2025. 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. *Cross Reference: PRESS 7:260, Exemption from Physical Education*

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. *Cross Reference: PRESS 6:150, Home and Hospital Instruction*

COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Cross Reference: PRESS 6:260, Complaints About Curriculum, Instructional Materials, and Programs PRESS 6:260-AP-E, Exhibit – Curriculum Objection Form

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~~ \$85 and can be sent to the District office at 600 North Cedar.

Fines, Fees, and Charges: Waiver of Student Fees

The school district due to the inability of their parents or guardians 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:

- 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 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

School breakfast and lunch will be served daily. Breakfast will begin at **7:45 a.m.** **7:50 a.m.** and end at **8:15 a.m.** **8:10 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 \$1.75 (\$0.30 for reduced), the cost of lunch is \$2.75 (\$0.40 for reduced), and extra milk is \$0.75. 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 Thrillshare 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.

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. *Cross Reference: PRESS 4:130, Free and Reduced-Price Food Services*

CHAPTER 4: TRANSPORTATION

PARENT TRANSPORTATION – “Car Line”

Students who arrive/depart by parent transportation are called “car line.” Students should not arrive at school prior to **7:40 am** **7:50 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 7:00 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 flag pole to meet your student.**

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.** *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*

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 7:00 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. *PRESS 5:90, Abused and Neglected Child Reporting*

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 an 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 online registration form. **This information must include emergency phone numbers. When parents have changes, it is important that they notify the school so the most updated numbers are readily available.**

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 as the student's emergency contacts. 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 (temperature of less than 100.4) 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 or diarrhea free for over 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 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. *Cross-References: PRESS 7:270, Administering Medicines to Students; PRESS 7:270-AP, Dispensing Medication; PRESS 7:270-E, School Medication Authorization*

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.

Cross-Reference: PRESS 4:170, Safety PRESS 4:170-API, Comprehensive Safety and Crisis Program

TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment. Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal. *Cross Reference: PRESS 4:190, Targeted School Violence Prevention Program*

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. *Cross-references: PRESS 7:140, Search and Seizure, PRESS 7:190-AP7,E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

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 Skyward or through another classroom platform such as Class Dojo Rooms. 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.

Repeated Noncompliance	· 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 · Loss of privileges · In-school detention · In-school Community Service/Restorative
Repeated Rude or Unkind Behavior to different targets	· Parent contact · Loss of privileges · In-school detention · Community Service
Repeated Disruptive Behavior	· 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 · Community Service
Chronic Inappropriate language (heard or verified by an adult)	· Teacher and student call to parent (for previous offenses – document date/time) · Loss of privileges · Follow-up contact to parent by principal · In-school detention · Community Service
Stealing/Property Damage	· Teacher and student call parent (if classroom incident) · Principal and student call parent (if other school property) · Restitution or community service
Making False Accusations	· Parent contact · Loss of privileges · In-school detention · Community Service
Stealing/Property Damage	· Teacher and student call parent (if classroom incident) · Principal and student call parent (if other school property) · Restitution or community service
Bullying – repeated targeting of the same individual	· Parent contact by principal · Loss of privileges · Conflict Resolution sessions · Alternate in-school setting or after school detention · Community Service
Examples of Gross Misconduct	Verbal assault or threats to harm faculty, staff, or students Physical aggression (fighting) resulting in harm to faculty, staff, students, or destruction of property Setting a fire or use of any types of explosives Use of tobacco (all types) Possession, Use of Alcohol, Drugs or Drug Paraphernalia, Under the Influence of Alcohol or Drugs Sale of Alcohol, Drugs, or Drug Paraphernalia Unapproved Organizations - Gangs False Fire Alarm / Bomb Threat Extortion Possession and/or use of Weapons Vandalism and/or destruction of school property. ~~Cheating~~ Academic Dishonesty

RESPONSES TO GROSS MISCONDUCT

Suspensions, expulsions and disciplinary removals to alternative and disciplinary interventions have been exhausted and a determination has been made that the student's continuing presence would pose a threat to safety and other students, staff, or members of the school community; or substantially disrupt, impede, or interfere with the operation of the school. Such determinations will be made on a case by case basis. School officials shall make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of student exclusions to the greatest extent possible.	1. Directed Study Room/Alternative Classroom Setting- number of days will be based on severity of misconduct 2. Removal from the school setting for a period of 1-3 Days 3. Removal from the school setting for a period of 4-10 Day 4. Recommendation for Expulsion 5. Police may be notified

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. *Cross-references: PRESS 7:190-AP5, Student Handbook, Electronic Devices*
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. *Cross-references: PRESS 7:190, Student Discipline, PRESS 7:190-AP2, Gang Activity Prohibited*
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.

Cross-References: 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-API, Code of Conduct for Extracurricular Activities PRESS 7:300, Extracurricular Athletics

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. *Cross Reference: PRESS 7:200-E1, Short Term Out-of-School Suspension (1-3 Days) Reporting Form*

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, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' 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:

Matthew Jokisch
mjokisch@pretzelpride.com

Complaint Managers:

Matthew Jokisch
mjokisch@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.*[1]

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school’s administration is made aware of a student’s involvement in an alleged bullying incident. The term “bullying incident” includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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. Tennis shoes are required for PE and recess. **Boots, Crocs, Flip-flops or slides are not to be worn.** Tennis shoes or closed toe shoes will be required to go outside. Students are encouraged to wear tennis shoes to school or at a minimum have tennis shoes available to change daily for PE and recess.
- 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.**

Cross Reference: PRESS 7:160, Student Appearance

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.

Teachers will provide parent notice of field trips that the grade level will be attending in advance, including any walking field trips. Parents grant permission for field trips when completing online registration. 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.

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.

CHAPERONE GUIDELINES FOR FIELD TRIPS

Field trips are an extension of classroom learning. They offer experiences which enhance the learning of our students. Providing a safe environment for our students is an added responsibility for teachers and for chaperones. Chaperones for field trips will be designated by classroom teachers based on supervision needs and available space. Field trip chaperones are selected by the teacher and will be asked to supervise a small group of children for safety and behavior, under the direction of the classroom teacher. 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.

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 their other children on the field trip so they are able to focus on the students in the classroom to provide a safe environment. *Cross-references: PRESS 6:240, Field Trips, PRESS 6:240-AP, Field Trip Guidelines*

WALKING FIELD TRIPS

Students are to be supervised by school personnel to and from the location(s) of the field trip. All students will need to be picked up from the school after the walking field trip. Students will need to be signed out in the elementary office.

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

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:¹

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 student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation required to share the content that is reported in order to allow school officials to make a factual determination. *Cross-references: PRESS Electronic Devices*

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:

- (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-a-likes" 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 AND 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*

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. *Cross Reference: PRESS 7:310, Restrictions on Publications.*

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. *Cross Reference: PRESS 6:235, Access to Electronic Networks*

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

Cross Reference: PRESS 7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors

Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

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.

Cross-reference: PRESS 7:140, Search and Seizure

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 RtI, 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. *PRESS 7:340-API, School Student Records*

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. *PRESS 6:120, Education of Children with Disabilities PRESS 6:120-API,E1 – Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights*

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 Reference: PRESS 7:190-AP4, Administrative Procedure- Use of Isolated Time Out, Time Out, and Physical Restraint* PRESS 7:230, *Misconduct by Students with Disabilities*

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. *Cross Reference: 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*

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 a 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. *Cross-References: PRESS 7:15, Student and Family Privacy Rights, PRESS 7:15-E, Notification to Parents of Family Privacy Rights*

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. *PRESS 7:340-API, School Student Records*

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's 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 beliefs 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
Cross-reference: PRESS 7:340, Student Records

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-reference: PRESS 7:340, Student Records*

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. *PRESS 4:170, Safety*

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.

Cross-Reference: PRESS 6:340, Student Testing and Assessment Programs

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 kindergarten through 5th grade at least 3 times per year in the areas of reading/language arts and math. Third, fourth, and fifth grade students will take the state assessment, Illinois Assessment of Readiness (IAR), in the spring. The IAR 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 state testing will be completed electronically via a computer. The results will show how well our schools and districts are doing in meeting the Illinois Learning Standards. 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.

PRESS 6:160, English Learners

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 their classroom teacher, a Reading Specialist/Interventionists, or paraprofessional that is trained. The progress made by students at each stage of intervention is closely monitored. The information gained from an MTSS 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. 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, Book It
- Salty Dough Awards Program
- IPA Student Recognition Award/Breakfast - 5th Grade
- Honor Roll
- Academic Recognition
- Pretzel Summer Reading Challenge
- Behavior Incentives
- Awards given at Individual Teacher Discretion

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, Peyton Kirkpatrick. She can be reached at 488-6054 ext. 422 or pkirkpatrick@pretzelpride.com

Cross-References: PRESS 6:140, Education of Homeless Children, PRESS 6:140-AP, Education of Homeless Children

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. *PRESS 4:170, Safety Cross Reference: PRESS 4:175-API, E1. Informing Parents/Guardians About Offender Community Notification Laws*

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/>.

Sexual Abuse Response and Prevention Resource Guide

<https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

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

PRESS 4:170, Safety Cross Reference: PRESS 4:175-API, E1. Informing Parents/Guardians About Offender Community Notification Laws

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;² 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.** *PRESS 4:160-AP, Environmental Quality of Buildings and Grounds*

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 in June 2024. It may be revised at any time during the school year.

NEW BERLIN ELEMENTARY SCHOOL **Student/Parent Handbook Acknowledgement and Pledge**

Parents and students will sign off on the Student/Parent Handbook during the online registration process.



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:	Math	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Kim Glynn			Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	Senior High School	Certified Degree:	BA	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	7	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:	Joseph Coulton	Desired Beginning Date:	8/1/2025		
Position Supervisor:	Hattie Llewellyn				
Action Requested by:	Hattie Llewellyn	Date:	5/19/2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Support Staff	Employment Status:	Full-Time
				If PT, No. of Hrs/Day:	
Certified Position:	Support Staff - Para	Subject/Grade:	JH	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Autumn Thompson			Hourly/Daily Rate of Pay:	\$15/hr
Location:	Junior High	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	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:	Sarah Jones	Desired Beginning Date:	08/01/2025		
Position Supervisor:	Brandon Radford				
Action Requested by:	Brandon Radford	Date:	06/16/2025		

(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	

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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:	Physical Education Teacher	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Dunn, Robert			Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	Senior High School	Certified Degree:	MA	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	MA+0	Step:	3	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:	Shafer, Tanner	Desired Beginning Date:	7/25/2025		
Position Supervisor:	Hattie Llewellyn				
Action Requested by:	Hattie Llewellyn	Date:	6/13/2025		

(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	

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REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Coaching change	Employee Category:	Athletic Department	Employment Status:	Full-time
				If PT, No. of Hrs/Day:	
Certified Position:	HS Assistant Coach	Subject/Grade/Activity/Sport:	HS Track and Field	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Robert Dunn			Hourly/Daily Rate of Pay:	
Location:		Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:	3	Annual Rate of Pay:	\$2,802
Extra-curricular assignment:	HS Assistant T&F	Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	Tanner Shafer	Desired Beginning Date:	January 2026		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	06/16/2025		

(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	

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REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Educational Support Staff	Employment Status:	Part-time (PT)
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	ESP Position:	Bus Driver
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Melissa Charneski			Hourly/Daily Rate of Pay:	\$20.00
Location:	District	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	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:	7/1/2025		
Position Supervisor:	Seth Hill				
Action Requested by:	Seth Hill	Date:	6/26/2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	If PT, No. of Hrs/Day:	Paraprofessional - Individual Aide

NEW EMPLOYEE INFORMATION / PLACEMENT

Name:	Katie Winland	Certified Degree:	Choose an item.	Hourly/Daily Rate of Pay:	\$15
Location:	Elementary School	Step:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Placement:	Click or tap here to enter text.	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:	8/11/2025		
Position Supervisor:					
Action Requested by:	Jokisch	Date:	6/16/2025		

(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

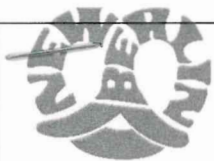


REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	If PT, No. of Hrs/Day:	
				ESP Position:	Paraprofessional - Individual Aide
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Sarah Lawhorn			Hourly/Daily Rate of Pay:	\$15
Location:	Elementary School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	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:	8/11/2025		
Position Supervisor:					
Action Requested by:	Jokisch	Date:	6/16/2025		
(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	ESP Position:	Paraprofessional - Individual Aide
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Daniel Hill			Hourly/Daily Rate of Pay:	\$15
Location:	Elementary School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	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:	8/11/2025		
Position Supervisor:					
Action Requested by:	Jokisch	Date:	6/16/2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	ESP Position:	Paraprofessional - Classroom Aide
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Katie Ford			Hourly/Daily Rate of Pay:	\$15
Location:	Elementary School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	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:	Amy Ankrom	Desired Beginning Date:	8/11/2025		
Position Supervisor:					
Action Requested by:	Jokisch	Date:	6/16/2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	ESP Position:	Paraprofessional - Individual Aide
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Kylie Buchanan			Hourly/Daily Rate of Pay:	\$15
Location:	Elementary School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	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:	8/11/2025		
Position Supervisor:					
Action Requested by:	Jokisch	Date:	6/16/2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Head Coaching	Employment Status:	Full-Time
				If PT, No. of Hrs/Day:	
Certified Position:		Subject/Grade/Activity/Sport:	Varsity Basketball	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Neil Holderread			Hourly/Daily Rate of Pay:	
Location:		Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:	2	Annual Rate of Pay:	\$7,205
Extra-curricular assignment:		Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	Blake Lucas	Desired Beginning Date:	July 2025		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	6/24/2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Coaching change	Employee Category:	Athletic Department	Employment Status:	Full-time
				If PT, No. of Hrs/Day:	
Certified Position:	HS Head Football Coach	Subject/Grade/Activity/Sport:	HS FOOTBALL	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Trent Quarton			Hourly/Daily Rate of Pay:	
Location:		Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:	6	Annual Rate of Pay:	\$8,005
Extra-curricular assignment:	Football Head Coach	Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	James Dambacher	Desired Beginning Date:	August 2025		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	06/23/2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Rehire <i>or New Hire</i>	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Coach	Subject/Grade/Activity/Sport:	JH Baseball	ESP Position:	Coach
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Chip Wagner			Hourly/Daily Rate of Pay:	\$1,601
Location:	Junior High School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	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:	Earl Green	Desired Beginning Date:	8/4/2024		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	6/5/2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Rehire	Employee Category:	Choose an item.	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Coach	Subject/Grade/Activity/Sport:	JH Baseball	ESP Position:	Coach
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Billy Gum			Hourly/Daily Rate of Pay:	Volunteer
Location:	Junior High School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Volunteer JH Baseball	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:	Billy Gum	Desired Beginning Date:	7/28/2025		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	6/23/2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Rehire	Employee Category:	Coaching	Employment Status:	
				If PT, No. of Hrs/Day:	
Certified Position:	HS Volleyball Volunteer Coach	Subject/Grade/Activity/Sport:	HS Volleyball	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Ali Hunter			Hourly/Daily Rate of Pay:	Volunteer
Location:	High School	Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	
Extra-curricular assignment:	Volunteer Volleyball Coach	Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	Ali Hunter	Desired Beginning Date:	August 4 th , 2025		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	June 23 rd , 2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Rehire	Employee Category:	Coaching	Employment Status:	
				If PT, No. of Hrs/Day:	
Certified Position:	HS Football Cheer Volunteer Coach	Subject/Grade/Activity/Sport:	HS Football Cheer	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Olivia Killion			Hourly/Daily Rate of Pay:	Volunteer
Location:	High School	Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	
Extra-curricular assignment:	Volunteer Football Cheer Coach	Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	Olivia Killion	Desired Beginning Date:	August 4 th , 2025		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	June 23 rd , 2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Rehire	Employee Category:	Coaching	Employment Status:	
				If PT, No. of Hrs/Day:	
Certified Position:	HS Football Cheer Volunteer Coach	Subject/Grade/Activity/Sport:	HS Football Cheer	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Peyton Kirkpatrick			Hourly/Daily Rate of Pay:	Volunteer
Location:	High School	Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	
Extra-curricular assignment:	Volunteer Football Cheer Coach	Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	Payton Kirkpatrick	Desired Beginning Date:	August 4 th , 2025		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	June 23 rd , 2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Rehire	Employee Category:	Coaching	Employment Status:	
				If PT, No. of Hrs/Day:	
Certified Position:	HS Football Cheer Volunteer Coach	Subject/Grade/Activity/Sport:	HS Football Cheer	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Stacey Killion			Hourly/Daily Rate of Pay:	Volunteer
Location:	High School	Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	
Extra-curricular assignment:	Volunteer Football Cheer Coach	Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	Stacey Killion	Desired Beginning Date:	August 4 th , 2025		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	June 23 rd , 2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Rehire	Employee Category:	Choose an item.	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Coach	Subject/Grade/Activity/Sport:	JH Baseball	ESP Position:	Coach
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Bill Talbert			Hourly/Daily Rate of Pay:	Volunteer
Location:	Junior High School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Volunteer JH Baseball	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:	Bill Talbert	Desired Beginning Date:	7/28/2025		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	6/23/2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Coaching change	Employee Category:	Athletic Department	Employment Status:	
				If PT, No. of Hrs/Day:	
Certified Position:	Volunteer Football Coach	Subject/Grade/Activity/Sport:	HS FOOTBALL	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Brad Olysav			Hourly/Daily Rate of Pay:	
Location:		Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	
Extra-curricular assignment:	Football Volunteer Coach	Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:		Desired Beginning Date:	August 2025		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	06/23/2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Coaching change	Employee Category:	Athletic Department	Employment Status:	
				If PT, No. of Hrs/Day:	
Certified Position:	Volunteer Football Coach	Subject/Grade/Activity/Sport:	HS FOOTBALL	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Nick Sunley			Hourly/Daily Rate of Pay:	
Location:		Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	
Extra-curricular assignment:	Football Volunteer Coach	Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:		Desired Beginning Date:	August 2025		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	06/23/2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Rehire	Employee Category:		Employment Status:	
				If PT, No. of Hrs/Day:	
Certified Position:	VOLUNTEER Coach	Subject/Grade/Activity/Sport:	JH Softball	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Sarah Knepler			Hourly/Daily Rate of Pay:	
Location:	JH	Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	
Extra-curricular assignment:		Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:		Desired Beginning Date:	August 4 th , 2025		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	June 24, 2025		

(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



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	Employee Category:	Certified	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Lead Mentor	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Jennifer Ogden-Tom			Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	District	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	Annual Rate of Pay:	\$1,201
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:	8/10/2025		
Position Supervisor:					
Action Requested by:	J.Larson	Date:	6/24/2025		

(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