

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION MEETING AGENDA  
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER  
June 21, 2010  
6:30 PM

“WHERE ALL STUDENTS WILL LEARN AND SUCCEED AND ALL MEANS **ALL**”

**DISTRICT GOALS:**

- Demonstrate increased academic achievement for all students.  
Improve communications among all stakeholders in the Putnam County School District and communities.  
Maintain strong fiscal responsibility in the Putnam County School District.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. NOMINATIONS FOR BOE VICE PRESIDENT - Action Item
- V. ADJUSTMENTS TO THE AGENDA
- VI. AUDIENCE PARTICIPATION/HEARING OF DELEGATIONS
  - A. Jennifer Spratt - ECE Comments
- VII. CONSENT AGENDA
  - A. Approve May 17, 2010 Board of Education Regular and Executive Session Meeting Minutes 3
  - B. Approve May 3, 2010 Special Meeting and Executive Session Minutes 7
  - C. Approve June 1, 2010 Board Retreat Minutes 12
  - D. Approve District Bills 16
  - E. Approve Financial Reports 27
  - F. Approve Treasurer's Report 92
  - G. Destroy Executive Session Verbatim Recording of December 11, 2008
- VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS
  - A. Principals' Reports 94
  - B. Superintendent's Report
  - C. Committee Reports
    - 1. Policy Committee
    - 2. Negotiations Committee
    - 3. Finance Committee

a. Set Finance Committee Meeting Dates

IX. OLD BUSINESS	
A. Transportation Contract - Action Item	111
B. Healy Bender Invoicing Report	118
C. Speech/Language Review	122
X. NEW BUSINESS	
A. Approve Student Handbooks - Action	124
B. Renewal of Country Mutual Insurance - Action	
XI. EXECUTIVE SESSION TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE AND/OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT, COLLECTIVE BARGAINING NEGOTIATIONS	228
XII. ACTION ITEMS FOLLOWING EXECUTIVE SESSION	
A. Collective Bargaining Agreement - Action Item	232
B. Personnel	
XIII. ADJOURNMENT	

UPCOMING IN JULY

Budget Review

Approve legal notice publication announcing September hearing for new budget

Beginning in July, Board of Education Committee meetings will be held at 6:00 p.m. before the regular meeting.

Putnam County Community Unit School District #535  
400 E Silverspoon Ave  
Granville, Illinois 61326

Board of Education  
Regular Meeting  
6:30 p.m., May 17, 2010  
Media Center Putnam County Primary School

Board President Judy Hopkins called the meeting to order at 6:30 p.m.

The meeting continued with the Pledge of Allegiance.

PLEDGE

The following members were present to answer roll call: Mrs. Entwistle, Mrs. Hopkins, Mrs. Popurella, and Mrs. Smoode. Mr. Kettman, Mrs. Nauman and Mrs. Stoddard were absent.

ROLL CALL

The Board honored five teachers who are retiring at the end of the 2009-2010 school year. The teachers are Lyn Smith, Connie Kassabaum, Roberta Henson, Jan Puetz, and Nancy Hopkins. They were presented with crystal apples and thanked for their many years of dedicated service to the district. Congratulations and happy retirement.

DELEGATIONS

Mrs. Popurella moved and Mrs. Entwistle seconded the motion to approve the Consent Agenda - Regular session and Executive session minutes of April 19, 2010, Special and Executive session minutes of May 3, 2010, Financial Reports for the month of April, Treasurer's Report for month of April, bills for month of May minus \$15,975.12 from the Healy Bender bill (pay \$13,255.60 to Healy Bender), destroy Executive Session Verbatim Recording of November 17, 2008, and transfer \$200,000 from Education Fund to Transportation Fund. On roll call the members voted as follows: Mrs. Popurella, aye; Mrs. Smoode, aye; Mrs. Entwistle, aye; and Mrs. Hopkins, aye. Motion carried.

CONSENT AGENDA

Principals' reports are included in the board book.

PRINCIPALS' REPORTS

Mr. Carlson reported that 23 students participated in the State Junior High Track Meet. Congratulations to the Junior High students for their great accomplishments.

Superintendent McCracken reported the state owes the district \$581,273.04. This money has been vouchered, but not paid.

SUPERINTENDENT REPORT

The district could possibly get full funding for ECE, waiting for word from the state. EPIC Committees are up and running.

Congratulations to Mr. Wragge and the FFA. The FFA placed first in Section 5 in the state in 09-10 Cooperative Program and a Silver rating in the American Heritage Award.

No committee reports.

BOARD COMMITTEE REPORTS

Mrs. Smoode moved and Mrs. Popurella seconded the motion to approve the agreement with Gorenz and Associates for auditing services. On roll call the members voted as follows: Mrs. Smoode, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; and Mrs. Popurella, aye. Motion carried.

GORENZ & ASSOCIATES AUDITING SERVICES

There were discrepancies in the transportation bid specs and an addendum was added for clarification. The bid opening is set for Wednesday, May 19 at 11:00 a.m.

TRANSPORTATION BID

PUTNAM COUNTY BOARD OF EDUCATION

May 17, 2010

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Mrs. Hopkins and Mrs. Entwistle will present diplomas at the Junior High graduation. Mrs. Smoode will present diplomas at the High School graduation.

GRADUATION  
PARTICIPATION

The School Board Retreat will be June 1, 5:30 p.m. at the Clover Club.

BOARD RETREAT

Mrs. Smoode moved and Mrs. Entwistle seconded the motion to approve the Board Meeting Dates for June, 2010 through June, 2011. All ayes, motion carried.

BOARD MEETING  
DATES

At 6:57 p.m. Mrs. Smoode moved and Mrs. Popurella seconded the motion to move to executive session for the purpose of appointment, employment, compensation, performance, and/or dismissal of specific employees of the school district, collective bargaining negotiations and litigation. On roll call the members voted as follows: Mrs. Smoode, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; and Mrs. Popurella, aye. Motion carried.

EXECUTIVE  
SESSION

At 8:04 p.m. Mrs. Entwistle moved and Mrs. Popurella seconded the motion to return to open session. On roll call the members voted as follows: Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mrs. Popurella, aye; and Mrs. Smoode, aye. Motion carried.

Mrs. Smoode moved and Mrs. Entwistle seconded the motion to hire Ann Maller as Junior High Language Arts Teacher. On roll call the members voted as follows: Mrs. Smoode, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; and Mrs. Popurella, aye. Motion carried.

PERSONNEL

Mrs. Entwistle moved and Mrs. Popurella seconded the motion to hire Josh Nauman as High School Drivers Ed Teacher and Boys' Basketball Coach. On roll call the members voted as follows: Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mrs. Popurella, aye; and Mrs. Smoode, aye. Motion carried.

Mrs. Entwistle moved and Mrs. Smoode seconded the motion to hire Judy Gedraitis and Carmela Rodriguez as High School Summer School English Teachers. On roll call the members voted as follows: Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mrs. Popurella, aye; and Mrs. Smoode, aye. Motion carried.

Mrs. Smoode moved and Mrs. Popurella seconded the motion to hire Elementary Summer School faculty as follows – Katie Sobkowiak, Anne Downey, Sue Evans, Rebecca Johnson, Linda Walter, Debbie Ward, Janice Ossola, and Monica McGill. On roll call the members voted as follows: Mrs. Smoode, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; and Mrs. Popurella, aye. Motion carried.

Mrs. Entwistle moved and Mrs. Smoode seconded the motion to hire High School Coaches as follows: Chuck McConnell, Cross Country and Varsity Track; John Keener, Golf; Dave Garcia, Athletic Director, Fall and Spring Varsity Baseball; Jim Carboni, Fall Assistant Baseball; Debbie Shevokas, Varsity Volleyball; Amy Darrah, Sophomore Volleyball; Carmela Rodriguez, Freshman Volleyball; Jim Vipond, Assistant Boys Basketball, Doug Veronda, Freshman Boys Basketball; Jared Sale, Assistant Girls Basketball, Jerry Kriewold, Varsity Wrestling; Kelli Davis, Cheerleading; Jen Garcia,

PUTNAM COUNTY BOARD OF EDUCATION

May 17, 2010

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Panteras; Mike Olson, Assistant Spring Baseball. On roll call the members voted as follows: Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mrs. Popurella, aye; and Mrs. Smoode, aye. Motion carried.

PERSONNEL

Mrs. Popurella moved and Mrs. Entwistle seconded the motion to hire the following for 2010 Summer Maintenance – Kendra Smith, Brianna Downey, Anthony Ahlers, Eric Safranski, Jordan Butler, Trey Schorn, Jeff Wujek, Conner Herkelman, Mike Olson, Chris Walker, and Ed Schmidt. On roll call the members voted as follows: Mrs. Popurella, aye; Mrs. Smoode, aye; Mrs. Entwistle, aye; and Mrs. Hopkins, aye. Motion carried.

At 8:06 p.m. Mrs. Smoode moved and Mr. Kettman seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully submitted.  
Pamela Ellena, Board Secretary

APPROVED \_\_\_\_\_  
BOARD PRESIDENT DATE

\_\_\_\_\_  
BOARD SECRETARY DATE



Putnam County Community Unit School District #535  
400 E Silverspoon Ave  
Granville, Illinois 61326

Board of Education  
Special Meeting  
6:30 p.m., May 3, 2010  
Conference Room - Putnam County Primary School

Board President Judy Hopkins called the meeting to order at 6:30 p.m.

The following members were present to answer roll call: Mrs. Entwistle, Mrs. Hopkins, Mr. Kettman, Mrs. Nauman, Mrs. Popurella, and Mrs. Smoode. Mrs. Stoddard was absent.

ROLL CALL

At 6:31 p.m. Mrs. Smoode moved and Mr. Kettman seconded the motion to move to Executive Session to discuss student discipline issue. On roll call the members voted as follows: Mrs. Smoode, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion passed.

EXECUTIVE SESSION

At 7:28 p.m. Mrs. Popurella moved and Mrs. Entwistle seconded the motion to return to open session. On roll call the members voted as follows: Mrs. Popurella, aye; Mrs. Smoode, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; and Mrs. Nauman, aye. Motion passed.

Mrs. Entwistle moved and Mrs. Nauman seconded the motion to expel Student 0910-1 from May 4, 2010 until June 2, 2010. On roll call the members voted as follows: Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; and Mrs. Smoode, aye. Motion passed.

EXPEL STUDENT 0910-1

At 7:29 p.m. Mrs. Smoode moved and Mrs. Popurella seconded the motion to move to Executive Session to discuss the appointment, employment, compensation, discipline, performance and/or dismissal of specific employees of the district and pending litigation. On roll call the members voted as follows: Mrs. Smoode, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion passed.

EXECUTIVE SESSION

Mrs. Smoode left the meeting at 8:05 p.m.

At 8:17 p.m. Mrs. Entwistle moved and Mrs. Popurella seconded the motion to return to open session. On roll call the members voted as follows: Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion passed.

At 8:18 p.m. Mr. Kettman moved and Mrs. Nauman seconded the motion to adjourn. All ayes. Motion passed.

ADJOURN

Respectfully submitted.

Pamela Ellena, Board Secretary

APPROVED \_\_\_\_\_

BOARD PRESIDENT

\_\_\_\_\_ DATE

\_\_\_\_\_ BOARD SECRETARY

\_\_\_\_\_ DATE





Putnam County Community Unit School District No. 535  
Granville, Illinois 61326  
FIRST EXECUTIVE SESSION MINUTES  
May 3, 2010

CALL TO ORDER                   The School Board of Putnam County met in special session in the conference room at the Primary Building.

ROLL CALL                    The following members were present to answer roll call: Mrs. Entwistle, Mrs. Hopkins, Mr. Kettman, Mrs. Nauman, Mrs. Popurella, and Mrs. Smoode. Mrs. Stoddard was absent.

EXECUTIVE SESSION        At 6:31 p.m. Mrs. Smoode moved and Mr. Kettman seconded the motion to move to Executive Session to discuss student discipline issue. On roll call the members voted as follows: Mrs. Smoode, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion passed.

ITEMS DISCUSSED            1. Student 0910-1 Expulsion Hearing

RETURN TO OPEN MEETING   At 7:28 p.m. Mrs. Popurella moved and Mrs. Entwistle seconded the motion to return to open session. On roll call the members voted as follows: Mrs. Popurella, aye; Mrs. Smoode, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; and Mrs. Nauman, aye. Motion passed.

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

Putnam County Community Unit School District No. 535  
Granville, Illinois 61326  
SECOND EXECUTIVE SESSION MINUTES  
May 3, 2010

- CALL TO ORDER                   The School Board of Putnam County met in special session in the conference room at the Primary Building.
- ROLL CALL                    The following members were present to answer roll call: Mrs. Entwistle, Mrs. Hopkins, Mr. Kettman, Mrs. Nauman, Mrs. Popurella, and Mrs. Smoode. Mrs. Stoddard was absent.
- EXECUTIVE SESSION        At 7:29 p.m. Mrs. Smoode moved and Mrs. Popurella seconded the motion to move to Executive Session to discuss the appointment, employment, compensation, discipline, performance and/or dismissal of specific employees of the district and pending litigation. On roll call the members voted as follows: Mrs. Smoode, aye; Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion passed.
- ITEMS DISCUSSED            2. Personnel – Driver’s Ed/Health Teacher candidates  
                                      3. Pending Litigation – Jeff Herkelman’s Charge of Discrimination against the School District
- RETURN TO OPEN MEETING   At 8:17 p.m. Mrs. Entwistle moved and Mrs. Popurella seconded the motion to return to open session. On roll call the members voted as follows: Mrs. Entwistle, aye; Mrs. Hopkins, aye; Mr. Kettman, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion passed.

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

Putnam County Community Unit School District #535  
400 E Silverspoon Ave  
Granville, Illinois 61326

Board of Education  
Board Retreat  
5:30 p.m., June 1, 2010  
Clover Club Private Room, Mark, IL

Board President Danielle Stoddard called the meeting to order at 5:30 p.m.

The following members were present to answer roll call: Mrs. Entwistle, Mr. Kettman, Mrs. Nauman, Mrs. Popurella, Mrs. Smoode, and Mrs. Stoddard. Mrs. Hopkins was absent. ROLL CALL

Mr. Kettman moved and Mrs. Entwistle seconded the motion, the Board conditionally accept the Bus Bid submitted by Illinois Central School Bus as the lowest responsible bid, subject to (a) completion of Board's review/verification of the company's financial ability to complete the contract; (b) verification of the company's intentions, in accordance with the bid specifications, to hire all of the bus drivers who were servicing the District at the conclusion of the last semester; and (c) the District and Company entering into a mutually satisfactory written Agreement, setting forth all of the mutual understandings reached by and between the District and the Company. On roll call the members voted as follows: Mrs. Stoddard, aye; Mrs. Entwistle, aye; Mrs. Nauman, aye; and Mrs. Popurella, aye. Motion carried. BUS BOD

At 5:45 p.m. Mrs. Entwistle moved and Mr. Kettman seconded the motion to move to executive session for the purpose of Board Self Evaluation. On roll call the members voted as follows: Mrs. Entwistle, aye; Mr. Kettman; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Smoode, aye; and Mrs. Stoddard, aye. Motion carried. EXECUTIVE SESSION

At 9:19 p.m. Mrs. Popurella moved and Mrs. Nauman seconded the motion to return to open session. On roll call the members voted as follows: Mrs. Popurella, aye; Mrs. Smoode, aye; Mrs. Stoddard, aye; Mrs. Entwistle, aye; Mr. Kettman, aye; and Mrs. Nauman, aye. Motion carried.

At 9:20 p.m. Mrs. Popurella moved and Mrs. Smoode seconded the motion to adjourn. All ayes, motion carried. ADJOURN

Respectfully submitted.  
Pamela Ellena, Board Secretary

APPROVED \_\_\_\_\_  
BOARD PRESIDENT DATE

\_\_\_\_\_  
BOARD SECRETARY DATE





Putnam County Community Unit School District No. 535  
Granville, Illinois 61326  
BOARD RETREAT EXECUTIVE SESSION MINUTES  
JUNE 1, 2010

CALL TO ORDER                   The School Board of Putnam County met in special session

ROLL CALL                    The following members were present to answer roll call: Mrs. Entwistle, Mr. Kettman, Mrs. Nauman, Mrs. Popurella, Mrs. Smoode, and Mrs. Stoddard. Mrs. Hopkins was absent.

EXECUTIVE SESSION        At 5:45 p.m. Mrs. Entwistle moved and Mr. Kettman seconded the motion to move to executive session for the purpose of Board Self Evaluation. On roll call the members voted as follows: Mrs. Entwistle, aye; Mr. Kettman; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Smoode, aye; and Mrs. Stoddard, aye. Motion carried.

ITEMS DISCUSSED                   1. Board Self Evaluation

ADJOURN

RETURN TO OPEN MEETING    At 9:19 p.m. Mrs. Popurella moved and Mrs. Nauman seconded the motion to return to open session. On roll call the members voted as follows: Mrs. Popurella, aye; Mrs. Smoode, aye; Mrs. Stoddard, aye; Mrs. Entwistle, aye; Mr. Kettman, aye; and Mrs. Nauman, aye. Motion carried.

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
ABSOLUTELY CUSTOM	HS-SUPPLIES	63954	\$413.91	10-1130-410-2
		Total	\$413.91	
AIRGAS NORTH CENTRAL	VOC AG FEE SUPPLY		\$20.17	10-1401-411-2
		Total	\$20.17	
ALLENDALE ASSOCIATION	LIGHTEDWAY/ALLENDALE		\$3,165.91	10-1912-670-1
		Total	\$3,165.91	
ALLIED WASTE SERVICES #3(ALL SCHOOL SERVICES			\$319.30	20-2542-321-1
		Total	\$319.30	
AMEREN IP	JR HI-ELECTRICAL SERVICE		\$10.02	20-2542-466-3
	PRIMARY NATURAL GAS		\$606.70	20-2542-465-5
	PRIMARY-ELECTRIC SERVIC		\$2,044.26	20-2542-466-5
	H S-NATURAL GAS SERVICE		\$1,407.12	20-2542-465-2
	JR HI-NATURAL GAS		\$506.60	20-2542-465-3
	ELEMENTARY-NATURAL GAS		\$363.60	20-2542-465-4
	H S- ELECTRIC SERVICE		\$4,246.58	20-2542-466-2
	JR HI-ELECTRICAL SERVICE		\$2,719.92	20-2542-466-3
	ELEMENTARY-ELECTRIC SERVI		\$1,215.54	20-2542-466-4
	JR HI-ELECTRICAL SERVICE		\$41.54	20-2542-466-3
		Total	\$13,161.88	
AMERICAS BEST WATER TREH S-BUILDING REPAIRS/MAI			\$875.00	20-2542-323-2
		Total	\$875.00	
ARAMARK ROCKFORD	ALL SCHOOL SERVICES		\$153.63	20-2542-321-1
	ALL SCHOOL SERVICES		\$341.57	20-2542-321-1
	ALL SCHOOL SERVICES		\$145.50	20-2542-321-1
	ALL SCHOOL SERVICES		\$460.88	20-2542-321-1
	ALL SCHOOL SERVICES		\$142.22	20-2542-321-1
	ALL SCHOOL SERVICES		\$357.14	20-2542-321-1
		Total	\$1,600.94	
BAELE, BRANDY	SW-TRAVEL		\$23.03	10-2110-332-1
		Total	\$23.03	
BATTERY HOUSE	ALL SCHOOL SERVICES		\$15.00	20-2542-321-1
		Total	\$15.00	
BEHAVIOR DISORDER PROGRSP ED TUITION PUBLIC			\$1,710.00	10-4240-670-1
	SP ED TUITION PUBLIC		\$3,602.00	10-4240-670-1
		Total	\$5,312.00	
BERGFELD STUDIO	HOPKINS FAMILY		\$433.00	20-1999
	PRIMARY BLDG CONSTRUCTION		\$2,246.73	60-2530-520-1
	HOPKINS FAMILY		\$2,843.24	10-1999
		Total	\$5,522.97	
BEST BUY AUTO EQUIPMENTH S-BUILDING CAP OUTLAY		26465	\$882.00	20-2542-540-2
	IND ARTS-SUPPLIES	26465	\$1,731.00	10-1402-410-2
	IND ARTS FEE SUPPLY	26465	\$186.00	10-1402-411-2
		Total	\$2,799.00	

**Bills Payable List**

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
BOTH, PATRICIA	SW-TRAVEL		\$83.66	10-2110-332-1
		Total	\$83.66	
BUILDERS CHOICE, INC.	FALL PLAY		\$466.28	10-1540-411-1
		Total	\$466.28	
BUREAU VALLEY COMM UNISP ED TUITION PUBLIC			\$27,936.60	10-4240-670-1
		Total	\$27,936.60	
C.P. PRODUCTS, INC.	H S-BUILDING CAP OUTLAY		\$1,433.00	20-2542-540-2
	JR HI-BUILDING CAP OUT		\$8,216.53	20-2542-540-3
		Total	\$9,649.53	
CALLOWAY HOUSE INC	HENN ELEM-SUPPLIES	42630	\$45.92	10-1110-410-4
		Total	\$45.92	
CARLSON, CARL	PRINC OFFICE-TRAVEL		\$192.23	10-2410-332-1
		Total	\$192.23	
CDWG INC.	LEASE FD TECH SUPPLY		\$390.57	10-1120-410-1
	TECH CAP OUT	24268	\$1,245.42	10-1110-540-1
	PRINthead	24270	\$154.33	10-1120-410-1
	SOFTWARE LICENSE	24271	\$1,478.10	10-1130-470-1
	PROJECTOR	24273	\$2,599.25	10-1110-540-1
	PROJECTOR SCREENS	24274	\$653.73	10-1120-410-1
		Total	\$6,521.40	
CENTRAL RESTAURANT PROH S-CAFE MISC SUPPLIES		24392	\$135.99	10-2560-490-2
	PRIMARY MISC SUPPLY	50114	\$879.60	10-2560-490-5
	PRIMARY MISC SUPPLY	63951	\$802.09	10-2560-490-5
		Total	\$1,817.68	
CHILDSWORK CHILDSPLAY	SW-SUPPLIES	42605	\$77.99	10-2110-410-1
		Total	\$77.99	
CHRISTENSEN FORD SALES	JR HI-BUILDING CAP OUT		\$2,634.00	20-2542-540-3
		Total	\$2,634.00	
CIONI FORD, AL	DRIVERS ED RENTAL		\$1,800.00	10-1700-325-2
		Total	\$1,800.00	
COLMONE, CINDY	JR HI-SUPPLIES REG PROG		\$89.45	10-1120-410-3
		Total	\$89.45	
CORRIGAN, VANESSA	JR HI-TRAVEL		\$84.60	10-1120-332-3
	H S TRAVEL		\$84.60	10-1130-332-2
		Total	\$169.20	
CULLIGAN TRI CO SALES	ALL SCHOOL SERVICES		\$162.75	20-2542-321-1
		Total	\$162.75	
DAVIS, ANNETTE E	MEDIA PROG-TRAVEL		\$52.64	10-2220-332-1
	HEARING IMP-TRAVEL		\$36.66	10-1207-332-1

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$89.30	
DEMCO, INC.	SUPT OFFICE-SUPPLIES	63977	\$112.94	10-2320-410-1
		Total	\$112.94	
DES MOINES STAMP	PRIMARY OFFICE - SUPPLIES		\$28.80	10-2410-410-5
		Total	\$28.80	
DE'VINE FLORAL DESIGNS	HS-SUPPLIES		\$50.44	10-1130-410-2
		Total	\$50.44	
DUDEK, JENNIFER	JR HI-TRAVEL		\$409.81	10-1120-332-3
		Total	\$409.81	
ESGI	SOFTWARE		\$525.00	10-1130-470-1
		Total	\$525.00	
FICEK ELECTRIC & COMM	ELEMENTARY-BLDG REPAIR		\$105.00	20-2542-323-4
	JR HI BLDG. REP/ MAINT		\$107.00	20-2542-323-3
	H S-BUILDING REPAIRS/MAI		\$107.00	20-2542-323-2
		Total	\$319.00	
FIRST STUDENT	FOUNDATION		\$919.34	40-2550-328-1
	CONTRACT-EX CURRIC		\$2,625.80	40-2550-328-1
	CONTRACT REG		\$38,053.80	40-2550-325-1
	CONTRACT SERVICE-AV		\$1,323.84	40-2550-327-1
	CONTRACT SERVICE-SP ED R		\$16,706.80	40-2550-326-1
	CONTRACT ECE ROUTES		\$5,481.69	40-2550-331-1
	AFTER SCHOOL/TITLE I		\$384.70	40-2550-331-36
	CONTRACT-EX CURRIC		\$484.76	40-2550-328-1
	CONTRACTUAL MAINTAINENCE		\$35.00	40-2550-323-1
	FOUNDATION		\$168.31	40-2550-328-1
	CONTRACT-EX CURRIC		\$114.45	40-2550-328-1
		Total	\$66,298.49	
FOLLETT LIBRARY RESOURCHS MEDIA BOOKS		24160	\$20.89	10-2220-411-2
		Total	\$20.89	
FOX RIVER FOODS CO	ECE FOOD SUPP 17-6		\$308.61	10-1225-411-26
	HENN-CAFE FOOD		\$2,563.71	10-2560-410-4
	HENN ELEM-CAFE MISC SUPP		\$194.34	10-2560-490-4
	HEN BREAKFAST		\$239.09	10-2560-410-1-4
	HIGH SCHOOL- FOOD		\$1,981.89	10-2560-410-2
	H S-CAFE MISC SUPPLIES		\$45.60	10-2560-490-2
	PRIMARY CAFE FOOD		\$1,615.42	10-2560-410-5
	PRIMARY BREAKFAST		\$244.22	10-2560-410-1-5
	HIGH SCHOOL- FOOD		\$2,741.42	10-2560-410-2
	HS BREAKFAST		\$739.30	10-2560-410-1-2
	H S-CAFE MISC SUPPLIES		\$139.02	10-2560-490-2
		Total	\$10,812.62	
G & B MECHANICAL	H S-BUILDING REPAIRS/MAI		\$876.17	20-2542-323-2
		Total	\$876.17	
GARCIA, DAVID	ATHLETIC DIR. TRAVEL		\$223.72	10-1501-333-2

**Bills Payable List**

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$223.72	
GETZ FIRE EQUIPMENT CO	ELEMENTARY-BLDG REPAIR		\$145.85	20-2542-323-4
		Total	\$145.85	
GRANT, CARLENE	SPRING PLAY		\$92.79	10-1540-410-1
		Total	\$92.79	
GRAPHIC ELECTRONICS	MUSIC AWARDS		\$18.50	10-1115-487-1
	JR HI OFFICE-SUPPLIES		\$21.75	10-2410-410-3
	GUIDANCE-SUPPLIES		\$60.50	10-2120-410-1
		Total	\$100.75	
GRASSERS	JR HI-GROUNDS SUPPLIES		\$53.78	20-2543-410-3
		Total	\$53.78	
HALL, JOSIE	EPIC-TUITION REIMB		\$510.00	10-2210-320-1
		Total	\$510.00	
HARTMAN, CONNIE JO	EPIC-TUITION REIMB		\$510.00	10-2210-320-1
		Total	\$510.00	
HENNEPIN BLDG IMPREST	PRINC OFFICE-POSTAGE		\$100.00	10-2410-341-1
		Total	\$100.00	
HENNEPIN BOAT STORE LLC	ELEMENTARY-GROUNDS SUPPLY		\$128.25	20-2543-410-4
		Total	\$128.25	
HENNEPIN FOOD MART	HENN-CAFE FOOD		\$18.52	10-2560-410-4
		Total	\$18.52	
HERFF JONES INC.	BOARD SUPPLIES		\$1,212.97	10-2310-410-6
	HS-SUPPLIES		\$13.94	10-1130-410-2
		Total	\$1,226.91	
HERKELMAN, JEFF	JR HI-ATHLETIC TRAVEL		\$44.18	10-1501-332-3
	JR HI-ATHLETIC TRAVEL		\$56.64	10-1501-332-3
		Total	\$100.82	
HIGH SCHOOL IMPREST	HS-SUPPLIES		\$15.00	10-1130-410-2
	HS ATHL OFFICIALS		\$750.00	10-1501-319-2
	HS ATH DUES/FEES		\$255.60	10-1501-640-2
		Total	\$1,020.60	
HILLMANN PEDIATRIC THER.	SERVICES APRIL 2010		\$6,975.36	10-1204-319-1
	SERVICES MAY		\$8,016.00	10-1204-319-1
		Total	\$14,991.36	
HINCKLEY SPRING WATER C	BOARD SUPPLIES		\$54.74	10-2310-410-6
		Total	\$54.74	
HOFFMAN, JANICE	ECE COMM TRAVEL 25-5		\$92.64	10-1225-336-26
	BOARD SUPPLIES		\$92.92	10-2310-410-6
		Total	\$185.56	

**Bills Payable List**

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
HOLMES, MICHAEL	JR HI-GROUNDS REP/MAIN		\$500.00	20-2543-323-3
		Total	\$500.00	
IDEAL ENVIROMENTAL	H S- GROUNDS CAP OUTLAY		\$1,610.00	20-2543-540-2
	H S-BUILDING REPAIRS/MAI		\$1,458.75	20-2542-323-2
		Total	\$3,068.75	
IL ASSO OF SCHOOL BOARDSBOARD DUES/FEES			\$400.00	10-2310-640-6
		Total	\$400.00	
IL DEPT OF PUBLIC HEALTH NURSE-SUPPLIES			\$10.00	10-2134-410-1
		Total	\$10.00	
IL VALLEY BUSINESS EQUIPMHEN R/M/COPIERS			\$422.80	10-1110-323-4
	PRIMARY R/M /COPIER		\$422.80	10-1111-323-5
	JH R/M/COPIER		\$422.80	10-1120-323-3
	HS R/M / COPIER		\$422.80	10-1130-323-2
	SUP COPY MACHINE		\$422.80	10-2320-323-1
	HS R/M / COPIER		\$350.00	10-1130-323-2
		Total	\$2,464.00	
IL VALLEY CELLULAR	SUPT-TELEPHONE		\$121.71	20-2542-340-1
	ALL SCHOOL SERVICES		\$121.70	20-2542-321-1
	ALL SCHOOL SERVICES		\$49.10	20-2542-321-1
		Total	\$292.51	
IL VALLEY WASTE SERVICESALL SCHOOL SERVICES			\$357.72	20-2542-321-1
	ALL SCHOOL SERVICES		\$462.21	20-2542-321-1
		Total	\$819.93	
INTERSTATE BRANDS CORP	HIGH SCHOOL- FOOD		\$217.16	10-2560-410-2
	HS BREAKFAST		\$155.52	10-2560-410-1-2
	JR HI-CAFE FOOD		\$280.60	10-2560-410-3
	HENN-CAFE FOOD		\$217.63	10-2560-410-4
	HEN BREAKFAST		\$45.14	10-2560-410-1-4
	PRIMARY CAFE FOOD		\$226.56	10-2560-410-5
		Total	\$1,142.61	
JACKS GAS & SERVICE, INC.	JR HI-BUILDING SUPPLIES		\$11.25	20-2542-410-3
		Total	\$11.25	
JOHNSON, STEPHEN	GUIDANCE-TRAVEL		\$48.88	10-2120-332-1
		Total	\$48.88	
JONES SUPPLY	MUSIC AWARDS	26404	\$162.79	10-1115-487-1
		Total	\$162.79	
JOSTENS INC	JR HI OFFICE-SUPPLIES	32421	\$10.41	10-2410-410-3
		Total	\$10.41	
JUNIOR HIGH IMPREST	JH ATHL OFFICIALS		\$75.00	10-1501-319-3
	JH SCHOLASTIC BOWL		\$30.00	10-1540-410-3
	JR HI-ATHLETIC TRAVEL		\$250.00	10-1501-332-3
	PRINC OFFICE-POSTAGE		\$5.00	10-2410-341-1

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
JUNIOR HIGH IMPREST	JH ATHL DUES/FEES		\$735.00	10-1501-640-3
	JR HI-SUPPLIES REG PROG		\$130.83	10-1120-410-3
	LEASE BLOCK GRANT		(\$250.00)	10-1220-332-38
	<b>Total</b>		<b>\$975.83</b>	
K&K HARDWARE	VOC AG SUPPLIES		\$82.56	10-1401-410-2
	<b>Total</b>		<b>\$82.56</b>	
KASSABAUM, CONNIE	JR HI-TRAVEL		\$41.36	10-1120-332-3
	<b>Total</b>		<b>\$41.36</b>	
KELLY SAUDER RUPIPE	JR HI-GROUNDS SUPPLIES		\$615.27	20-2543-410-3
	H S-GROUNDS SUPPLIES		\$291.64	20-2543-410-2
	JR HI-GROUNDS SUPPLIES		\$175.66	20-2543-410-3
	H S- GROUNDS REPAIR/MAIN		\$390.00	20-2543-323-2
	ELEMENTARY-GROUNDS REPAIR		\$615.27	20-2543-323-4
<b>Total</b>		<b>\$2,087.84</b>		
KETTMAN HEATING & PLUMIH S-BUILDING REPAIRS/MAI			\$1,998.00	20-2542-323-2
	<b>Total</b>		<b>\$1,998.00</b>	
KIDDER MUSIC SERVICE INC MUSIC SUPPLY-ELEM			\$48.30	10-1115-410-4
	<b>Total</b>		<b>\$48.30</b>	
KOZIKOWSKI, MARY	SPEECH IMP-SALARIES		\$3,850.00	10-1210-112-1
	SPEECH IMP-SALARIES		\$175.00	10-1210-112-1
	<b>Total</b>		<b>\$4,025.00</b>	
LAMBOLEY, ANN P	FISCAL SVCS TRAVEL		\$98.70	10-2520-332-1
	<b>Total</b>		<b>\$98.70</b>	
LERETTE, KRISTAL	LEASE BLOCK GRANT		\$112.80	10-1220-332-38
	<b>Total</b>		<b>\$112.80</b>	
LETTERKRAFT	SUPT OFFICE-SUPPLIES		\$28.10	10-2320-410-1
	<b>Total</b>		<b>\$28.10</b>	
LIGHTED WAY ASSOCIATIONLIGHTEDWAY/ALLENDAL			\$16,270.08	10-1912-670-1
	<b>Total</b>		<b>\$16,270.08</b>	
LOCKER ROOM	BOARD SUPPLIES		\$406.00	10-2310-410-6
	<b>Total</b>		<b>\$406.00</b>	
LOUIS, WENDY	LEASE BLOCK GRANT		\$65.80	10-1220-332-38
	RESPRO T/W		\$19.74	10-1120-333-3
	<b>Total</b>		<b>\$85.54</b>	
LYONS	MUSIC SUPPLY-ELEM	42660	\$49.98	10-1115-410-4
	MUSIC SUPPLY-PRIM	50296	\$169.99	10-1115-410-5
	MUSIC SUPPLY-PRIM	50296	\$277.98	10-1115-410-5
	<b>Total</b>		<b>\$497.95</b>	
MARK KARLOSKY CONSULTISOFTWARE			\$2,924.99	10-1130-470-1
	EMPLOYEE COMPUTERS	63950	\$579.99	10-199
	COMPUTERS	63996	\$5,219.91	10-1110-540-1

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$8,724.89	
MAXCOM	TECH R/M		\$300.00	10-2226-323-1
		Total	\$300.00	
MAXIIS	INTERNET		\$200.00	10-2190-323-1
		Total	\$200.00	
MCCANN, MICHAEL S	HENN ELEM-TRAVEL		\$94.94	10-1110-332-4
		Total	\$94.94	
MCCONNELL, CHARLES	H S-ATHLETIC TRAVEL		\$86.95	10-1501-332-2
		Total	\$86.95	
MCNABB TELEPHONE COMP	H S - TELEPHONE SERVICE		\$826.84	20-2542-340-2
	JR HI-TELEPHONE SERVICE		\$550.91	20-2542-340-3
	ALL SCHOOL SERVICES		\$12.95	20-2542-321-1
		Total	\$1,390.70	
MEDIACOM LLC	INTERNET		\$249.95	10-2190-323-1
		Total	\$249.95	
MENARDS PERU	TIMER		\$4.99	10-1120-410-1
	HIGH SCHOOL-BLDG SUPPLIE		\$168.48	20-2542-410-2
		Total	\$173.47	
MIKE ROBERTS & ASSOCIATH	S ATHLETIC-AWARDS		\$258.56	10-1501-487-2
		Total	\$258.56	
MOORE MEDICAL LLC	NURSE-SUPPLIES	32578	\$74.94	10-2134-410-1
	NURSE-SUPPLIES	50113	\$11.38	10-2134-410-1
	NURSE-SUPPLIES	50113	\$25.80	10-2134-410-1
	NURSE-SUPPLIES	50113	\$66.96	10-2134-410-1
		Total	\$179.08	
MUSIC SHOPPE, INC.	MUSIC REPAIRS	24399	\$113.92	10-1115-323-1
		Total	\$113.92	
MYRES, PEG	JR HI-BUILDING TRAVEL		\$9.40	20-2542-332-3
		Total	\$9.40	
N C I M D	HIGH SCHOOL- FOOD		\$1,019.34	10-2560-410-2
	JR HI-CAFE FOOD		\$834.60	10-2560-410-3
	HENN-CAFE FOOD		\$950.11	10-2560-410-4
	PRIMARY CAFE FOOD		\$1,404.39	10-2560-410-5
		Total	\$4,208.44	
NCS PEARSON	HENN ELEM-SUPPLIES		\$475.00	10-1110-410-4
	GUIDANCE-TESTS,SERVICES		\$125.00	10-2120-390-1
		Total	\$600.00	
NEFF COMPANY	H S ATHLETIC-SUPPLIES		\$57.39	10-1501-410-2
	H S ATHLETIC-AWARDS		\$500.00	10-1501-487-2
	HS-SUPPLIES		\$241.15	10-1130-410-2

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$798.54	
NORTH CENTRAL BANK	SUPT OFFICE-TRAVEL		\$69.40	10-2320-332-1
	EX CURRICULAR VAN		\$28.00	40-2550-324-1
	LEASE FD-MAXIIS		\$277.97	10-2190-323-1
	HENN ELEM-TEXT		\$72.89	10-1110-420-4
	JR HI-ATHLETIC TRAVEL		\$81.96	10-1501-332-3
	JR HI-SUPPLIES REG PROG		\$263.18	10-1120-410-3
	FALL PLAY	24217	\$847.72	10-1540-411-1
	H S-TEXTBOOKS	24227	\$75.93	10-1130-420-2
		Total	\$1,717.05	
NORTH CENTRAL BEHAVIOR	JR HI-TRAVEL		\$1,000.00	10-1120-332-3
	JR HI-SUPPLIES REG PROG		\$262.50	10-1120-410-3
		Total	\$1,262.50	
NORTHWEST ACADEMY	HOMEBOUND-SALARY		\$140.00	10-1204-122-1
		Total	\$140.00	
ORKIN EXTERMINATING CO	IAL SCHOOL SERVICES		\$251.69	20-2542-321-1
		Total	\$251.69	
P.B.S. DISTRIBUTION	JH MEDIA-AV	32531	\$29.94	10-2220-430-3
		Total	\$29.94	
PAPER 101	SUPT OFFICE-SUPPLIES		\$3,300.00	10-2320-410-1
	SUPT OFFICE-CAP OUTLAY		\$2,182.00	10-2320-540-1
	PSYCH-SUPPLIES		\$1,900.00	10-2140-410-1
	HS-SUPPLIES		\$694.80	10-1130-410-2
	PRIMARY-SUPPLIES		\$304.00	10-1111-410-5
	JR HI-SUPPLIES REG PROG		\$240.00	10-1120-410-3
	HS-SUPPLIES		\$165.00	10-1130-410-2
	F/C SCIENCE SUPPLY		\$880.00	10-1130-412-2
	VOC AG SUPPLIES		\$165.00	10-1401-410-2
	SUPT OFFICE-POSTAGE		\$548.20	10-2320-341-1
		Total	\$10,379.00	
PC FOODS, INC.	F/C SCIENCE SUPPLY		\$429.44	10-1130-412-2
	HS-SUPPLIES		\$46.34	10-1130-410-2
	JR HI-CAFE FOOD		\$7.83	10-2560-410-3
	JR HI-CAFE MISC SUPPLIES		\$2.79	10-2560-490-3
	HIGH SCHOOL- FOOD		\$20.33	10-2560-410-2
	HENN-CAFE FOOD		\$9.52	10-2560-410-4
	PRIMARY BREAKFAST		\$15.97	10-2560-410-1-5
	JR HI-CAFE FOOD		\$61.42	10-2560-410-3
	HIGH SCHOOL- FOOD		\$24.95	10-2560-410-2
	JR HI-SUPPLIES REG PROG		\$61.42	10-1120-410-3
		Total	\$680.01	
PEDERSON CONSTRUCTION	H S- GROUNDS CAP OUTLAY		\$3,450.00	20-2543-540-2
		Total	\$3,450.00	
PENSERV PLAN SERVICES	APRIL 2010 FEES		\$25.00	10-2310-640-6
	MAY FEES		\$25.00	10-2310-640-6
		Total	\$50.00	

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
PEPPER & SON, JW	MUSIC SUPPLY-JH	32572	\$38.99	10-1115-410-3
	MUSIC SUPPLY-JH	32572	\$15.00	10-1115-410-3
	Total		\$53.99	
PERMA- BOUND	HS MEDIA BOOKS	24161	\$748.03	10-2220-411-2
	PCEF READING GRANT 09/10	24373	\$710.91	10-2310-411-6
	PCEF 09/10 READING GRANT	32529	\$644.87	10-2310-411-6
	PRIM MEDIA BOOKS	50280	\$156.95	10-2220-411-5
	Total		\$2,260.76	
PERRY MEMORIAL HOSPITAL	STUDENT DRUG TESTING		\$357.25	10-2310-390-6
		Total	\$357.25	
PETERSON, ROBERT	PRINC OFFICE-TRAVEL		\$22.56	10-2410-332-1
		Total	\$22.56	
POSTMASTER GRANVILLE	SUPT OFFICE-POSTAGE		\$105.00	10-2320-341-1
		Total	\$105.00	
PRATT AUDIO VISUAL	LEASE FD TECH CAP OUT	24262	\$1,246.00	10-1110-540-1
	LEASE FD TECH SUPPLY	24262	\$48.00	10-1120-410-1
	Total		\$1,294.00	
PRIMARY IMPREST	PRINC OFFICE-POSTAGE BOARD DUES/FEES		\$15.34	10-2410-341-1
			\$30.00	10-2310-640-6
		Total	\$45.34	
QUILL	PRIMARY OFFICE - SUPPLIES	50146	\$135.25	10-2410-410-5
		Total	\$135.25	
QUINCY UNIVERSITY	TITLE I 7-5		\$2,500.00	10-1250-332-36
		Total	\$2,500.00	
RANDOLPH, GENE	PSYCH-TRAVEL		\$141.94	10-2140-332-1
		Total	\$141.94	
REGIONAL OFFICE OF EDUCASP	ED LEASE		\$125.00	10-4120-600-1
		Total	\$125.00	
ROAD OIL, INC.	JR HI-BUILDING CAP OUT		\$16,206.00	20-2542-540-3
		Total	\$16,206.00	
ROBBINS SCHWARTZ NICHOLSON	BOARD LEGAL FEES		\$2,111.25	10-2310-319-6
		Total	\$2,111.25	
ROLANDO, ALEX	JR HI-GROUNDS REP/MAIN		\$500.00	20-2543-323-3
		Total	\$500.00	
ROYAL PUBLISHING	INFO SERV-ADVERTISING		\$195.00	10-2630-350-1
		Total	\$195.00	
SABOTTA, CHRISTINE	NURSE-TRAVEL		\$105.28	10-2134-332-1
		Total	\$105.28	

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
SCHMIDT, ED	TECH-TRAVEL		\$324.30	10-2226-332-1
		Total	..... \$324.30	
SCHOLASTIC INC	ECE COMM SUPP 25-6	50068	\$55.00	10-1225-412-26
	TITLE IIA - SUPPLIES	50180	\$975.69	10-1110-411-42
	TITLE IIA - SUPPLIES	50180	\$3.78	10-1110-411-42
	TITLE IIA - SUPPLIES	50180	\$3.78	10-1110-411-42
	TITLE IIA - SUPPLIES	50180	\$3.78	10-1110-411-42
	TITLE IIA - SUPPLIES	50180	\$4.54	10-1110-411-42
		Total	..... \$1,046.57	
SCHOOL SPECIALTY	HENN ELEM-SUPPLIES	42632	\$269.83	10-1110-410-4
	PRIMARY OFFICE - SUPPLIES	50148	\$76.46	10-2410-410-5
	SUPT OFFICE-SUPPLIES	50148	\$66.46	10-2320-410-1
		Total	..... \$412.75	
SHEVOKAS, DEBBIE	RESPRO T/W		\$11.75	10-1120-333-3
		Total	..... \$11.75	
SMITH, LYN	JR HI-TRAVEL		\$43.48	10-1120-332-3
	H S TRAVEL		\$43.48	10-1130-332-2
		Total	..... \$86.96	
SMITH, SHERI	CONTRACT SERVICE-SP ED R		\$1,310.36	40-2550-326-1
		Total	..... \$1,310.36	
STAMP FULFILLMENT SERVICE	SUPT OFFICE-POSTAGE		\$1,060.60	10-2320-341-1
	SUPT OFFICE-POSTAGE		\$270.60	10-2320-341-1
		Total	..... \$1,331.20	
STAPLES CREDIT PLAN	LEASE FD TECH SUPPLY		\$261.92	10-1120-410-1
	HS-SUPPLIES		\$11.98	10-1130-410-2
	HS-SUPPLIES		\$53.98	10-1130-410-2
	SUPPLIES		\$132.15	10-1120-410-1
		Total	..... \$460.03	
SUBSCRIPTION SERVICES	PRIMARY MEDIA PERIODICAL	50281	\$53.95	10-2220-440-5
		Total	..... \$53.95	
SUPERINTENDENT IMPREST	SUPT OFFICE-TRAVEL		\$120.00	10-2320-332-1
	BOARD DUES/FEES		\$20.90	10-2310-640-6
	TRUCK REPAIR/MAINT		\$99.00	20-2542-320-3
		Total	..... \$239.90	
SUPREME SCHOOL SUPPLY	HENN ELEM-SUPPLIES	42631	\$51.98	10-1110-410-4
		Total	..... \$51.98	
SWINGEL, EDWARD	CO OP TRAVEL		\$49.35	10-1459-332-2
		Total	..... \$49.35	
TALX UC EXPRESS	UNEMPLOYMENT INSUR		\$66.94	80-2363-232-7
		Total	..... \$66.94	
TODDLE TIME EXPRESS, INC.	CONTRACT SERVICE-SP ED R		\$935.00	40-2550-326-1

## Bills Payable List

<u>Vendor Name</u>	<u>Description</u>	<u>P.O. #</u>	<u>Amount</u>	<u>State Account #</u>
		Total	\$935.00	
TOEDTER OIL COMPANY	JR HI-GROUNDS SUPPLIES		\$365.40	20-2543-410-3
	TRUCK REPAIR/MAINT		\$819.38	20-2542-320-3
	DRIVERS ED R/M		\$614.55	10-1700-323-2
	EX CURRICULAR VAN		\$614.55	40-2550-324-1
		Total	\$2,413.88	
TONICA NURSERIES	HOPKINS FAMILY DONATIONS		\$470.00	20-1999
		Total	\$470.00	
TRANSPORTATION WITH A PICONTRACT SERVICE-SP ED R			\$4,085.00	40-2550-326-1
		Total	\$4,085.00	
TRINITY CATHOLIC SCHOOL HENN-CAFE FOOD			\$119.25	10-2560-410-4
		Total	\$119.25	
TRUCK & AUTO SUP	H S-BUILDING REPAIRS/MAI		\$52.35	20-2542-323-2
		Total	\$52.35	
TRUGREEN	H S ATHLETIC-SUPPLIES		\$201.00	10-1501-410-2
	H S-GROUNDS SUPPLIES		\$274.00	20-2543-410-2
		Total	\$475.00	
VALLEY APPLIANCE SALES	H S- GROUNDS REPAIR/MAIN		\$37.90	20-2543-323-2
	JR HI-GROUNDS SUPPLIES		\$101.77	20-2543-410-3
		Total	\$139.67	
VERIZON NORTH	H S - TELEPHONE SERVICE		\$168.94	20-2542-340-2
	ELEM-TELEPHONE		\$76.19	20-2542-340-4
	H S - TELEPHONE SERVICE		\$140.88	20-2542-340-2
		Total	\$386.01	
VILLAGE OF GRANVILLE	HS- WATER		\$700.00	20-2542-322-2
	PRIMARY- WATER		\$291.04	20-2542-322-5
		Total	\$991.04	
WARREN, TERRY	DST ASSESS CRD TRAVEL		\$54.52	10-2230-332-1
		Total	\$54.52	
WINTER, ANDREA	HS-SUPPLIES		\$38.27	10-1130-410-2
		Total	\$38.27	
WRAGGE, DARYLE	VOC AG- TRAVEL		\$166.38	10-1401-332-2
		Total	\$166.38	
ZUKOWSKI LAW OFFICES	BOARD LEGAL FEES		\$1,410.25	10-2310-319-6
		Total	\$1,410.25	
		Report Total	\$298,262.41	

# Revenue Report

## Education Fund

10

Function 1000 Instruction  
 Function 1112 Reading IMP

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	B - A Budget Balance Revenue	A / B % of Budget	State Account Number
10-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$3,252,698.05	\$3,310,800.00	\$58,101.95	98.25	10-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	3,252,698.05	3,310,800.00	58,101.95	98.25	** Function
10-112200-1	TORT IMMUNITY-1ST PRIOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1122
<b>1120</b>	<b>Middle-Junior High</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-113000-1	FIRST PRIOR YR LEASE	\$0.00	\$59,839.52	\$60,801.00	\$961.48	98.42	10-1130
<b>1130</b>	<b>High School</b>	0.00	59,839.52	60,801.00	961.48	98.42	** Function
10-114100-1	SP ED PRIOR YEAR LEVY	\$0.00	\$47,697.67	\$48,604.00	\$906.33	98.14	10-1141
<b>1140</b>	<b>Accelerated Reading Program</b>	0.00	47,697.67	48,604.00	906.33	98.14	** Function
10-121000-1	MOBILE HOME PRIVILEGE TA	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1210
<b>1210</b>	<b>Speech &amp; Lang. Impaired</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-123000-1	CORP PERS PROP REPLC TAX	\$318,882.29	\$1,657,093.62	\$1,559,000.00	(\$98,093.62)	106.29	10-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	318,882.29	1,657,093.62	1,559,000.00	(98,093.62)	106.29	** Function
10-129000-1	WETLANDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1290
<b>1275</b>	<b>Remedial and Supplemental Program</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-131200-1	PUPIL TUITION OTHER LEA	\$0.00	\$119,530.32	\$165,025.00	\$45,494.68	72.43	10-1312
10-131300-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1313
<b>1310</b>	<b>Adult Education</b>	0.00	119,530.32	165,025.00	45,494.68	72.43	** Function
10-134200-1	PUPIL TUI-SP ED OTHER LEA	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1342
<b>1340</b>	<b>Upgrdg In Current Occupptn</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-151000-1	TAX INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1510
10-151100-1	ED-INT ON INVESTMENTS	\$3,110.45	\$43,959.71	\$55,000.00	\$11,040.29	79.93	10-1511
10-151200-1	INTEREST-SWANNEY BONDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1512
10-151300-1	INTEREST-FARNSWORTH	(\$200.00)	(\$280.00)	\$0.00	\$280.00	0.00	10-1513
<b>1502</b>	<b>Music</b>	2,910.45	43,679.71	55,000.00	11,320.29	79.42	** Function
10-161100-1	STUDENT LUNCH	\$7,738.22	\$118,205.01	\$130,000.00	\$11,794.99	90.93	10-1611
10-161200-1	STUDENT BREAKFAST	\$1,547.75	\$15,849.40	\$14,500.00	(\$1,349.40)	109.31	10-1612
10-161400-1	MILK SALES (OTHER)	\$1,099.80	\$10,621.20	\$12,000.00	\$1,378.80	88.51	10-1614
10-162000-1	ADULT LUNCHES/BREAKFAST	\$376.55	\$4,278.85	\$5,000.00	\$721.15	85.58	10-1620
<b>1600</b>	<b>Summer School</b>	10,762.32	148,954.46	161,500.00	12,545.54	92.23	** Function
10-169000-1	HEAD START LUNCHES	\$901.00	\$5,868.10	\$6,000.00	\$131.90	97.80	10-1690
<b>1650</b>	<b>Gifted Programs</b>	901.00	5,868.10	6,000.00	131.90	97.80	** Function
10-171102-2	H S ATHLETIC ADMISSIONS	\$0.00	\$16,233.40	\$15,000.00	(\$1,233.40)	108.22	10-1711-2
10-171104-3	JR HI-ATHLETIC ADMISSION	\$0.00	\$2,603.00	\$6,000.00	\$3,397.00	43.38	10-1711-4

# Revenue Report

## Education Fund

10

Function 1000 Instruction  
 Function 1710 Vocational Ed Handicapped

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	B - A Budget Balance Revenue	A / B % of Budget	State Account Number
10-171400-1	H S / JR HI TOURNEY REV	\$0.00	\$949.00	\$4,000.00	\$3,051.00	23.73	10-1714
10-171900-1	ADMISSION - OTHERS	\$0.00	\$4,543.00	\$5,000.00	\$457.00	90.86	10-1719
<b>1710</b>	<b>Vocational Ed Handicapped</b>	0.00	24,328.40	30,000.00	5,671.60	81.09	** Function
10-172000-1	VOCATIONAL FEE HS	\$0.00	\$3,200.00	\$4,000.00	\$800.00	80.00	10-1720
10-172000-2	ACTIVITY FEES HS	\$0.00	\$8,015.00	\$10,000.00	\$1,985.00	80.15	10-1720
10-172000-3	ACTIVITY FEES JR H	\$25.00	\$3,315.00	\$4,000.00	\$685.00	82.88	10-1720
<b>1720</b>	<b>Vctnl Ed Lmt Eng Profency</b>	25.00	14,530.00	18,000.00	3,470.00	80.72	** Function
10-179000-1	DRIVER ED FEE	\$0.00	\$40.00	\$3,000.00	\$2,960.00	1.33	10-1790
10-179000-8	H S PE RESALE	\$0.00	\$3,516.75	\$3,500.00	(\$16.75)	100.48	10-1790
10-179001-8	JH PE RESALE	\$48.00	\$3,884.00	\$3,000.00	(\$884.00)	129.47	10-1790-1
10-179100-9		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1791
10-179200-10	MUSIC RESALE	\$0.00	\$0.00	\$200.00	\$200.00	0.00	10-1792
<b>1730</b>	<b>Vctnl Ed Acd /Econ Disadv</b>	48.00	7,440.75	9,700.00	2,259.25	76.71	** Function
10-181100-1	ELEM-TEXTBOOK RENTAL	\$14.00	\$13,714.00	\$12,500.00	(\$1,214.00)	109.71	10-1811
10-181100-2	H S- TEXTBOOK RENTAL	\$0.00	\$14,763.00	\$15,000.00	\$237.00	98.42	10-1811
10-181100-3	JR HI-TEXTBOOK RENTAL	\$86.49	\$8,731.99	\$12,500.00	\$3,768.01	69.86	10-1811
10-181900-1	INSTRUMENT RENTAL	\$0.00	\$0.00	\$200.00	\$200.00	0.00	10-1819
<b>1800</b>	<b>Bilingual Programs</b>	100.49	37,208.99	40,200.00	2,991.01	92.56	** Function
10-192000-1	DONATIONS	\$380.00	\$4,198.05	\$3,500.00	(\$698.05)	119.94	10-1920
<b>1920</b>	<b>Gifted Programs - Private Tuition</b>	380.00	4,198.05	3,500.00	(698.05)	119.94	** Function
10-194000-1	PSY LEA ASSESSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1940
10-194100-1	SW LEA ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1941
10-194110-1	HEARING IMP ASSESS.	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1941
10-194200-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1942
10-195000-1	REFUND EXPENSES	\$0.00	\$561.72	\$0.00	(\$561.72)	0.00	10-1950
10-197000-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1970
10-199900-1	OTHER LOCAL REVENUE	\$0.00	\$1,897.25	\$15,000.00	\$13,102.75	12.65	10-1999
10-199900-3	INSURANCE/PLAY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1999
10-199901-1	INTERNET REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-1999-1
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	2,458.97	15,000.00	12,541.03	16.39	** Function
<b>1000</b>	<b>Instruction</b>	334,009.55	5,425,526.61	5,483,130.00	57,603.39	98.95	* Function
10-220000-1	POVERTY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-2200
<b>2196</b>	<b>Comp Arts</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-223000-1	ROE FLOW THRU	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-2230

# Revenue Report

## Education Fund

10

Function 2000 Support Services  
 Function 2230 Assessment/Testing

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	B - A Budget Balance Revenue	A / B % of Budget	State Account Number
<b>2230</b>	<b>Assessment/Testing</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>2000</b>	<b>Support Services</b>	0.00	0.00	0.00	0.00	0.00	* Function
10-300100-1	GENERAL STATE AID	\$43,093.94	\$344,574.14	\$85,951.00	(\$258,623.14)	400.90	10-3001
10-300200-1	HOLD HARMLESS GSA	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3002
<b>2900</b>	<b>Other Support Services</b>	43,093.94	344,574.14	85,951.00	(258,623.14)	400.90	** Function
10-310000-1	SP ED PRIV FAC TUITION	\$0.00	\$57,391.83	\$90,000.00	\$32,608.17	63.77	10-3100
10-310500-1	SP ED EXTRA ORDINARY	\$0.00	\$98,133.70	\$100,000.00	\$1,866.30	98.13	10-3105
10-311000-1	SP ED PERSONNEL	\$55,149.39	\$207,859.20	\$200,000.00	(\$7,859.20)	103.93	10-3110
10-312000-1	SP ED ORPHANAGE	\$0.00	\$41,275.45	\$45,000.00	\$3,724.55	91.72	10-3120
10-314500-1	SP ED SUMMER SCHOOL	\$0.00	\$805.28	\$550.00	(\$255.28)	146.41	10-3145
<b>3100</b>	<b>Direction Of Community Sv</b>	55,149.39	405,465.46	435,550.00	30,084.54	93.09	** Function
10-322000-40	CTEI GRANT-SRAVTE	\$0.00	\$0.00	\$2,386.00	\$2,386.00	0.00	10-3200
10-321500-18	VOC AG STATE GRTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3215
10-323500-19	VOC AG SUPPLEMENTAL	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00	10-3235
10-329900-40	FCAE GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3299
<b>3200</b>	<b>Community Recreation Srv</b>	0.00	0.00	6,886.00	6,886.00	0.00	** Function
10-330500-20		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3305
10-335000-21		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3350
10-336000-1	IL FREE LUNCH/BRKFST AIDE	\$0.00	\$4,707.19	\$5,000.00	\$292.81	94.14	10-3360
10-336500-1	IL BREAKFAST INITIATIVE	\$0.00	\$731.07	\$1,000.00	\$268.93	73.11	10-3360
10-337000-1	DRIVERS ED REIMBURSEMENT	\$0.00	\$7,898.10	\$2,599.00	(\$5,299.10)	303.89	10-3370-1
<b>3300</b>	<b>Civic Services</b>	0.00	13,336.36	8,599.00	(4,737.36)	155.09	** Function
10-361002-1	SCHOOL IMP-HOP	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3610
10-364000-24	SCHOOL IMP BLOCK GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3640
10-364100-31	LEARNING IMP GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3641
10-369500-1	SAFE TO LEARN GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3695
<b>3600</b>	<b>Welfare Activities Serv</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-370500-26	EARLY CHILDHOOD GRT GRANT	\$0.00	\$103,380.00	\$158,507.00	\$55,127.00	65.22	10-3705
10-371500-27	READING IMPROVEMENT GRAN	\$0.00	\$0.00	\$24,869.00	\$24,869.00	0.00	10-3715
10-372500-28		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3725
10-373500-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3735
10-377500-43	ADA BLOCK GRANT	\$0.00	\$0.00	\$32,000.00	\$32,000.00	0.00	10-3775
10-379200-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3792
10-379400-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-3794

# Revenue Report

## Education Fund

10

Function 3000 Community Services  
 Function 3700 Nonpublic School Pupils

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	B - A Budget Balance Revenue	A / B % of Budget	State Account Number
<b>3700</b>	<b>Nonpublic School Pupils</b>	0.00	103,380.00	215,376.00	111,996.00	48.00	** Function
10-380000-32	STATE LIBRARY GRANT	\$0.00	\$0.00	\$700.00	\$700.00	0.00	10-3800
<b>3800</b>	<b>Home/School Services</b>	0.00	0.00	700.00	700.00	0.00	** Function
10-399900-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00	10-3999
10-399901-1	RESPRO GRANT	\$7,114.90	\$9,956.86	\$5,000.00	(\$4,956.86)	199.14	10-3999
<b>3900</b>	<b>Other Community Services</b>	7,114.90	9,956.86	6,000.00	(3,956.86)	165.95	** Function
<b>3000</b>	<b>Community Services</b>	105,358.23	876,712.82	759,062.00	(117,650.82)	115.50	* Function
10-410000-37	TITLE V INVO(CHAR CTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4100
<b>3900</b>	<b>Other Community Services</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-411000-46		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4110
<b>4110</b>	<b>Payments Reg Programs</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-421000-1	FEDERAL LUNCH AID	\$11,412.52	\$103,691.89	\$115,000.00	\$11,308.11	90.17	10-4210
<b>4210</b>	<b>Payments for Regular Programs - Tu</b>	11,412.52	103,691.89	115,000.00	11,308.11	90.17	** Function
10-422000-1	FED BREAKFAST AID	\$3,206.78	\$26,695.24	\$25,000.00	(\$1,695.24)	106.78	10-4220
<b>4220</b>	<b>Payments for Special Education Prog</b>	3,206.78	26,695.24	25,000.00	(1,695.24)	106.78	** Function
10-430000-36	TITLE I GRANT	\$12,366.00	\$86,562.00	\$95,379.00	\$8,817.00	90.76	10-4300
<b>4300</b>	<b>Payments to Other Govt Units (In-Sa</b>	12,366.00	86,562.00	95,379.00	8,817.00	90.76	** Function
10-440000-33	TITLE IV GRT DRUG FREE	\$0.00	\$2,392.00	\$2,300.00	(\$92.00)	104.00	10-4400
<b>4400</b>	<b>Payments to Other Govt Units - Out c</b>	0.00	2,392.00	2,300.00	(92.00)	104.00	** Function
10-462000-38	SP ED INCENTIVE GRT	\$0.00	\$55,013.00	\$0.00	(\$55,013.00)	0.00	10-4620
10-462001-38	DISCRETIONARY FUNDS	\$0.00	\$24,804.00	\$31,000.00	\$6,196.00	80.01	10-4620
10-462002-38	SP ED BLOCK GRT	\$4,166.91	\$8,378.23	\$9,861.00	\$1,482.77	84.96	10-4620
10-462003-38	DEMONSTR PROJ/LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4620-1
10-462500-1	EXCESS (ROOM/BOARD)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4625-1
10-474500-40	CARL PERKINS	\$0.00	\$8,002.00	\$8,002.00	\$0.00	100.00	10-4745
10-485000-44	SFSF/GSA REVENUE	\$0.00	\$64,640.91	\$362,561.00	\$297,920.09	17.83	10-4850
10-485100-44	ARRA TITLE I SCHOOL IMP	\$0.00	\$30,835.00	\$49,335.00	\$18,500.00	62.50	10-4854
10-485700-44	ARRA IDEA PART B	\$0.00	\$111,666.00	\$158,373.00	\$46,707.00	70.51	10-4857-1
10-487000-44	ARRA GSA	\$0.00	\$21,487.86	\$21,488.00	\$0.14	100.00	10-4870-1
10-490000-11		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4900
10-490001-11	MEDICAID-FEE FOR SERV	\$5,819.23	\$29,695.14	\$19,000.00	(\$10,695.14)	156.29	10-4900
10-490002-11	MEDICAID-ADMIN OUTREACH	\$12,271.95	\$27,394.56	\$18,000.00	(\$9,394.56)	152.19	10-4900
10-493000-42	TITLE II TEACHER QUALITY	\$4,574.00	\$32,018.00	\$0.00	(\$32,018.00)	0.00	10-4930
10-494500-14		\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-4945

# Revenue Report

## Education Fund

10

Function 4000 Nonprogrammed Charges  
 Function 4430 Payments Other Govt Units Out of State Transfers

		A	B	B - A	A / B		
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
10-497100-1	TITLE IID-TECH ENHANC	\$0.00	\$841.00	\$1,500.00	\$659.00	56.07	10-4971
10-499900-1	OTHER FEDERAL(STEP)	\$3,045.00	\$12,180.00	\$12,180.00	\$0.00	100.00	10-4999-1
<b>4430</b>	<b>Payments Other Govt Units Out of State Transfers</b>	29,877.09	426,955.70	691,300.00	264,344.30	61.76	** Function
<b>4000</b>	<b>Nonprogrammed Charges</b>	56,862.39	646,296.83	928,979.00	282,682.17	69.57	* Function
10-711000-1	TRANS OF WC TECH THRUST	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7110
10-711002-1	PERM TRANSFER WC	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7110
10-711001-1	TRANSFER OF WC	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7110-1
<b>6000</b>	<b>Provision For Contingences</b>	0.00	0.00	0.00	0.00	0.00	** Function
10-712000-1	TRANS WC INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7120
10-723000-1	ACCURED INT B&I	\$0.00	\$0.00	\$0.00	\$0.00	0.00	10-7230
<b>7120</b>	<b>Perm Trnf from W/C</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingences</b>	0.00	0.00	0.00	0.00	0.00	* Function
<b>10</b>	<b>Education Fund</b>	496,230.17	6,948,536.26	7,171,171.00	222,634.74	96.90	Fund

# Revenue Report

## Oper, Build, & Maint Fund

Function 1000 Instruction  
 Function 1112 Reading IMP

20

Account	Description	A		B	B - A	A / B	State Account Number
		M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	
20-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$598,367.30	\$608,611.00	\$10,243.70	98.32	20-1112
1112	<b>Reading IMP</b>	0.00	598,367.30	608,611.00	10,243.70	98.32	** Function
20-112200-1	TORT IMMUNITY-1ST PRIOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1122
1120	<b>Middle-Junior High</b>	0.00	0.00	0.00	0.00	0.00	** Function
20-123000-1	CORP PERS PROP REPL TAX	\$0.00	\$500,000.00	\$500,000.00	\$0.00	100.00	20-1230
1225	<b>Special Education Programs Pre-K</b>	0.00	500,000.00	500,000.00	0.00	100.00	** Function
20-151100-1	BLD-INT	\$1,604.88	\$23,553.85	\$75,000.00	\$51,446.15	31.41	20-1511
20-151500-1	INTEREST - TREE FUND	\$0.00	\$0.00	\$100.00	\$100.00	0.00	20-1515
1502	<b>Music</b>	1,604.88	23,553.85	75,100.00	51,546.15	31.36	** Function
20-191000-1	HOUSE RENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1910
1910	<b>Pre-K Programs - Private Tuition</b>	0.00	0.00	0.00	0.00	0.00	** Function
20-191100-1	FACILITY/GROUND RENT	\$0.00	\$500.00	\$500.00	\$0.00	100.00	20-1911
1911	<b>Regular K-12 Programs - Private Tuition</b>	0.00	500.00	500.00	0.00	100.00	** Function
20-192000-1	DONATIONS	\$0.00	\$4,000.00	\$0.00	(\$4,000.00)	0.00	20-1920
1920	<b>Gifted Programs - Private Tuition</b>	0.00	4,000.00	0.00	(4,000.00)	0.00	** Function
20-195000-1	REFUND PR YR EXP-BLDG	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1950
20-195001-1	TORNADO INS/FEM/DON	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-1950
20-199900-1	OTHER LOCAL REVENUE	\$300.00	\$12,615.42	\$1,000.00	(\$11,615.42)	1,261.54	20-1999
1922	<b>Truants Alternative/Optional Education</b>	300.00	12,615.42	1,000.00	(11,615.42)	1,261.54	** Function
1000	<b>Instruction</b>	1,904.88	1,139,036.57	1,185,211.00	46,174.43	96.10	* Function
20-210000-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-2100
1922	<b>Truants Alternative/Optional Education</b>	0.00	0.00	0.00	0.00	0.00	** Function
2000	<b>Support Services</b>	0.00	0.00	0.00	0.00	0.00	* Function
20-392000-1	INFRA IMPROVE-PLAN/CONST	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-3920-1
20-399900-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-3999
3900	<b>Other Community Services</b>	0.00	0.00	0.00	0.00	0.00	** Function
3000	<b>Community Services</b>	0.00	0.00	0.00	0.00	0.00	* Function
20-490000-11		\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-4900
20-498000-1		\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-4980
4430	<b>Payments Other Govt Units Out of State</b>	0.00	0.00	0.00	0.00	0.00	** Function
4000	<b>Nonprogrammed Charges</b>	0.00	0.00	0.00	0.00	0.00	* Function
20-711001-1	TRANSFER WC	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-7110

# Revenue Report

## Oper, Build, & Maint Fund

20

Function 6000 Provision For Contingences  
 Function 6000 Provision For Contingences

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
6000	Provision For Contingences	0.00	0.00	0.00	0.00	0.00	** Function
20-740000-1	SALE/COMP FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	20-7400
7120	Perm Trnf from W/C	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences	0.00	0.00	0.00	0.00	0.00	* Function
20	<b>Oper, Build, &amp; Maint Fund</b>	1,904.88	1,139,036.57	1,185,211.00	46,174.43	96.10	Fund

# Revenue Report

## Debt Service Fund or Fund Group

30

Function 1000 Instruction  
 Function 1112 Reading IMP

		A	B	B - A	A / B	
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	State Account Number
30-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$0.00	\$0.00	\$0.00	30-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	0.00	0.00	0.00	** Function
30-151100-1	B/I-INT INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00	30-1511
<b>1502</b>	<b>Music</b>	0.00	0.00	0.00	0.00	** Function
<b>1000</b>	<b>Instruction</b>	0.00	0.00	0.00	0.00	* Function
30-723000-1	ACCRUED INT ON BONDS SOL	\$0.00	\$0.00	\$0.00	\$0.00	30-7230
<b>7120</b>	<b>Perm Trnf from W/C</b>	0.00	0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	* Function
<b>30</b>	<b>Debt Service Fund or Fund Group</b>	0.00	0.00	0.00	0.00	Fund

# Revenue Report

## Transportation Fund

40

Function 1000 Instruction  
 Function 1112 Reading IMP

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	B - A Budget Balance Revenue	A / B % of Budget	State Account Number
40-111200-1	FIRST PRIOR YR LEVY TRAN	\$0.00	\$239,214.03	\$243,400.00	\$4,185.97	98.28	40-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	239,214.03	243,400.00	4,185.97	98.28	** Function
40-112200-1	1ST PRIOR YR LEVY-TORT	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-1122
<b>1120</b>	<b>Middle-Junior High</b>	0.00	0.00	0.00	0.00	0.00	** Function
40-123000-1	CORP REPLACEMNT PROP TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	0.00	0.00	0.00	0.00	0.00	** Function
40-144100-1	ORPHANAGE TRANS REIMB	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-1441
<b>1421</b>	<b>Home Ec Occupations</b>	0.00	0.00	0.00	0.00	0.00	** Function
40-151100-1	TRANSP-INT	\$56.01	\$1,826.37	\$1,000.00	(\$826.37)	182.64	40-1511
<b>1502</b>	<b>Music</b>	56.01	1,826.37	1,000.00	(826.37)	182.64	** Function
40-195000-1	REFUND TRANSP	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-1950
40-199900-1	OTHER LOCAL REVENUE	\$188.51	\$4,252.51	\$4,000.00	(\$252.51)	106.31	40-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	188.51	4,252.51	4,000.00	(252.51)	106.31	** Function
<b>1000</b>	<b>Instruction</b>	244.52	245,292.91	248,400.00	3,107.09	98.75	* Function
40-350000-1	REG TRANSPORTATION AID	\$0.00	\$198,310.11	\$341,183.00	\$142,872.89	58.12	40-3500
40-350500-1	VOC TRANSPORTATION AID	\$0.00	\$0.00	\$12,632.00	\$12,632.00	0.00	40-3505
40-351000-1	SP ED TRANSPORTATION AID	\$0.00	\$115,676.63	\$204,683.00	\$89,006.37	56.52	40-3510
40-351100-1	OTHER STATE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	40-3511
<b>3500</b>	<b>Custody/Child Care Serv</b>	0.00	313,986.74	558,498.00	244,511.26	56.22	** Function
40-370500-26	ECE TRANSPORTATION	\$0.00	\$15,697.00	\$15,697.00	\$0.00	100.00	40-3705
<b>3700</b>	<b>Nonpublic School Pupils</b>	0.00	15,697.00	15,697.00	0.00	100.00	** Function
<b>3000</b>	<b>Community Services</b>	0.00	329,683.74	574,195.00	244,511.26	57.42	* Function
40-713000-1	PERMANENT TRANSFER	\$200,000.00	\$200,000.00	\$0.00	(\$200,000.00)	0.00	40-7130-1
<b>7120</b>	<b>Perm Trnf from W/C</b>	200,000.00	200,000.00	0.00	(200,000.00)	0.00	** Function
<b>6000</b>	<b>Provision For Contingencs</b>	200,000.00	200,000.00	0.00	(200,000.00)	0.00	* Function
<b>40</b>	<b>Transportation Fund</b>	200,244.52	774,976.65	822,595.00	47,618.35	94.21	Fund

# Revenue Report

## I.M.R.F./Soc. Sec. Fund

50

Function 1000 Instruction  
 Function 1112 Reading IMP

		A	B	B - A	A / B		
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
50-111200-1	FIRST PRIOR YR LEVY-IMRF	\$0.00	\$0.00	\$0.00	\$0.00	0.00	50-1112
50-111201-1	FIRST PRIOR YR-SS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	50-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	0.00	0.00	0.00	0.00	** Function
50-111500-1	MEDICARE-FIRST PRIOR YR	\$0.00	\$0.00	\$0.00	\$0.00	0.00	50-1115
<b>1115</b>	<b>MUSIC</b>	0.00	0.00	0.00	0.00	0.00	** Function
50-115000-1	FIRST PRIOR YR-S S	\$0.00	\$137,645.33	\$140,002.00	\$2,356.67	98.32	50-1150
<b>1140</b>	<b>Accelerated Reading Program</b>	0.00	137,645.33	140,002.00	2,356.67	98.32	** Function
50-123000-1	CORP PERS PROP REPL TAX	\$0.00	\$100,000.00	\$100,000.00	\$0.00	100.00	50-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	0.00	100,000.00	100,000.00	0.00	100.00	** Function
50-151100-1	IMRF-INT	\$346.81	\$4,509.52	\$1,500.00	(\$3,009.52)	300.63	50-1511
<b>1502</b>	<b>Music</b>	346.81	4,509.52	1,500.00	(3,009.52)	300.63	** Function
50-199900-1	OTHER LOCAL REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	50-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>1000</b>	<b>Instruction</b>	346.81	242,154.85	241,502.00	(652.85)	100.27	* Function
<b>50</b>	<b>I.M.R.F./Soc. Sec. Fund</b>	346.81	242,154.85	241,502.00	(652.85)	100.27	Fund

# Revenue Report

## Capital Projects Fund or Fund Group

60

Function 1000 Instruction  
 Function 1112 Reading IMP

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	A	B	B - A	A / B	State Account Number
					Revenue Budget	Budget Balance Revenue	% of Budget	
60-111200-1	FIRST PRIOR CAP PROJ	\$0.00	\$0.00		\$0.00	\$0.00	0.00	60-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	0.00		0.00	0.00	0.00	** Function
60-151100-1	INTEREST-CAP PROJ	\$1,015.84	\$13,202.97		\$1,000.00	(\$12,202.97)	1,320.30	60-1511
<b>1502</b>	<b>Music</b>	1,015.84	13,202.97		1,000.00	(12,202.97)	1,320.30	** Function
60-195000-1	REFUND PRIOR YR EXP	\$0.00	\$0.00		\$0.00	\$0.00	0.00	60-1950
60-199900-1	OTHER LOCAL REV CAP PROJ	\$0.00	\$477,048.08		\$0.00	(\$477,048.08)	0.00	60-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	477,048.08		0.00	(477,048.08)	0.00	** Function
<b>1000</b>	<b>Instruction</b>	1,015.84	490,251.05		1,000.00	(489,251.05)	49,025.11	* Function
60-392000-1	INFRA IMPROVE-PLAN/CONST	\$0.00	\$8,984.62		\$310,936.00	\$301,951.38	2.89	60-3920
<b>3900</b>	<b>Other Community Services</b>	0.00	8,984.62		310,936.00	301,951.38	2.89	** Function
<b>3000</b>	<b>Community Services</b>	0.00	8,984.62		310,936.00	301,951.38	2.89	* Function
60-780000-1	IEMA/CDB TRANSFER	\$0.00	\$0.00		\$0.00	\$0.00	0.00	60-7800
<b>7120</b>	<b>Perm Trnf from W/C</b>	0.00	0.00		0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00		0.00	0.00	0.00	* Function
<b>60</b>	<b>Capital Projects Fund or Fund Group</b>	1,015.84	499,235.67		311,936.00	(187,299.67)	160.04	Fund

# Revenue Report

## Working Cash Fund

70

Function 1000 Instruction  
 Function 1112 Reading IMP

		A	B	B - A	A / B	
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	State Account Number
70-111200-1	FIRST PRIOR YR WRKG CASH	\$0.00	\$59,839.15	\$60,801.00	\$961.85	70-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	59,839.15	60,801.00	961.85	** Function
70-151100-1	WC-INT	\$1,211.03	\$24,862.80	\$45,000.00	\$20,137.20	70-1511
<b>1502</b>	<b>Music</b>	1,211.03	24,862.80	45,000.00	20,137.20	** Function
<b>1000</b>	<b>Instruction</b>	1,211.03	84,701.95	105,801.00	21,099.05	* Function
70-721000-1	PRINCIPAL ON BONDS SOLD	\$0.00	\$0.00	\$0.00	\$0.00	70-7210
<b>7120</b>	<b>Perm Trnf from W/C</b>	0.00	0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	* Function
<b>70</b>	<b>Working Cash Fund</b>	1,211.03	84,701.95	105,801.00	21,099.05	Fund

# Revenue Report

## Tort Immunity and Judgment Fund

80

Function 1000 Instruction  
 Function 1112 Reading IMP

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
80-111200-1	FIRST PRIOR YEAR LEVY	\$0.00	\$78,619.74	\$80,010.00	\$1,390.26	98.26	80-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	78,619.74	80,010.00	1,390.26	98.26	** Function
80-151100-1	TORT-INTEREST	\$435.11	\$3,697.78	\$1,000.00	(\$2,697.78)	369.78	80-1511
<b>1502</b>	<b>Music</b>	435.11	3,697.78	1,000.00	(2,697.78)	369.78	** Function
80-195000-1	REFUND PRIOR YR EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00	80-1950
80-199900-1	OTHER LOCAL REVENUE	\$0.00	\$612.00	\$0.00	(\$612.00)	0.00	80-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	612.00	0.00	(612.00)	0.00	** Function
<b>1000</b>	<b>Instruction</b>	435.11	82,929.52	81,010.00	(1,919.52)	102.37	* Function
<b>80</b>	<b>Tort Immunity and Judgment Fund</b>	435.11	82,929.52	81,010.00	(1,919.52)	102.37	Fund

# Revenue Report

## Fire Prevention/Life Safety

Function 1000 Instruction  
 Function 1112 Reading IMP

90

		A	B	B - A	A / B		
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
90-111200-1	FIRST PRIOR YEAR LEVY L/	\$0.00	\$60,322.40	\$60,801.00	\$478.60	99.21	90-1112
<b>1112</b>	<b>Reading IMP</b>	0.00	60,322.40	60,801.00	478.60	99.21	** Function
90-123000-1	L/S CORP REPL TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00	90-1230
<b>1225</b>	<b>Special Education Programs Pre-K</b>	0.00	0.00	0.00	0.00	0.00	** Function
90-151100-1	LS-INT ON INVESTMENTS	\$115.57	\$2,121.64	\$2,000.00	(\$121.64)	106.08	90-1511
<b>1502</b>	<b>Music</b>	115.57	2,121.64	2,000.00	(121.64)	106.08	** Function
90-199900-1	OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00	90-1999
<b>1922</b>	<b>Truants Alternative/Optional Educat</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>1000</b>	<b>Instruction</b>	115.57	62,444.04	62,801.00	356.96	99.43	* Function
90-712000-1	TRANSFER FROM W/C	\$0.00	\$0.00	\$0.00	\$0.00	0.00	90-7120
90-721000-1	SALE OF BONDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00	90-7210
<b>7120</b>	<b>Perm Trnf from W/C</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	0.00	* Function
<b>90</b>	<b>Fire Prevention/Life Safety</b>	115.57	62,444.04	62,801.00	356.96	99.43	Fund
<b>Report Total:</b>		701,503.93	9,834,015.51	9,982,027.00	148,011.49	98.52	

# Expenditure Report

## Invalid Code

0

Function 8800 Transfer To  
 Function 99 Agency Fund or Fund Group  
 Object 800 Termination Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	A Open Encumb.	B Current Budget	C C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
800	Termination Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
99	<b>Agency Fund or Fund Group</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 8800	<b>Transfer To</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
0	<b>Invalid Code</b>	0.00	0.00	0.00	0.00	0.00	0.00	Fund

# Expenditure Report

## Education Fund

10

Function 1000 Instruction  
 Function 1110 Hennepin Elementary  
 Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	(A + B) / C	State Account Number
100	Salaries	51,618.73	596,131.97	0.00	456,000.00	(140,131.97)	130.73	
200	Employee Benefits	12,594.52	127,946.25	0.00	119,000.00	(8,946.25)	107.52	
300	Purchased Services	479.20	15,117.71	0.00	7,500.00	(7,617.71)	201.57	
400	Supplies And Materials	310.53	21,990.99	269.83	22,000.00	(260.82)	101.19	
500	Capital Outlay	2,278.50	14,710.91	1,246.00	30,500.00	14,543.09	52.32	
<b>1110</b>	<b>Hennepin Elementary</b>	<b>67,281.48</b>	<b>775,897.83</b>	<b>1,515.83</b>	<b>635,000.00</b>	<b>(142,413.66)</b>	<b>122.43</b>	** Function
100	Salaries	28,527.39	253,095.61	0.00	459,000.00	205,904.39	55.14	
200	Employee Benefits	6,982.71	62,221.20	0.00	102,000.00	39,778.80	61.00	
300	Purchased Services	479.20	5,388.13	0.00	7,500.00	2,111.87	71.84	
400	Supplies And Materials	0.00	13,763.82	0.00	14,000.00	236.18	98.31	
500	Capital Outlay	0.00	0.00	0.00	500.00	500.00	0.00	
<b>1111</b>	<b>Hopkins Elementary</b>	<b>35,989.30</b>	<b>334,468.76</b>	<b>0.00</b>	<b>583,000.00</b>	<b>248,531.24</b>	<b>57.37</b>	** Function
100	Salaries	2,594.07	30,458.89	0.00	37,500.00	7,041.11	81.22	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1112</b>	<b>Reading IMP</b>	<b>2,594.07</b>	<b>30,458.89</b>	<b>0.00</b>	<b>37,500.00</b>	<b>7,041.11</b>	<b>81.22</b>	** Function
100	Salaries	8,645.00	94,576.16	0.00	104,240.00	9,663.84	90.73	
200	Employee Benefits	3,185.95	32,222.37	0.00	36,200.00	3,977.63	89.01	
300	Purchased Services	78.00	1,226.73	0.00	3,750.00	2,523.27	32.71	
400	Supplies And Materials	33.10	3,226.92	0.00	5,900.00	2,673.08	54.69	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	50.00	676.00	0.00	1,000.00	324.00	67.60	
<b>1115</b>	<b>MUSIC</b>	<b>11,992.05</b>	<b>131,928.18</b>	<b>0.00</b>	<b>152,090.00</b>	<b>20,161.82</b>	<b>86.74</b>	** Function
100	Salaries	47,260.52	534,618.23	0.00	577,000.00	42,381.77	92.65	
200	Employee Benefits	12,582.99	127,057.53	0.00	143,000.00	15,942.47	88.85	
300	Purchased Services	668.60	12,801.10	0.00	11,300.00	(1,501.10)	113.28	
400	Supplies And Materials	1,440.92	54,985.61	206.36	55,655.00	463.03	99.17	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
<b>1120</b>	<b>Middle-Junior High</b>	<b>61,953.03</b>	<b>729,462.47</b>	<b>206.36</b>	<b>787,955.00</b>	<b>58,286.17</b>	<b>92.60</b>	** Function
100	Salaries	3,684.31	42,580.85	0.00	45,488.00	2,907.15	93.61	
200	Employee Benefits	765.18	7,577.52	0.00	8,740.00	1,162.48	86.70	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	240.37	373.61	0.00	800.00	426.39	46.70	
<b>1125</b>	<b>Pre-K Programs</b>	<b>4,689.86</b>	<b>50,531.98</b>	<b>0.00</b>	<b>55,028.00</b>	<b>4,496.02</b>	<b>91.83</b>	** Function

# Expenditure Report

## Education Fund

10

Function 1000 Instruction  
 Function 1130 High School  
 Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	B Open Encumb.	C Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
100	Salaries	61,000.44	667,089.56	0.00	726,182.00	59,092.44	91.86	
200	Employee Benefits	17,404.80	182,042.67	0.00	212,000.00	29,957.33	85.87	
300	Purchased Services	550.64	6,655.13	0.00	8,000.00	1,344.87	83.19	
400	Supplies And Materials	874.77	88,881.51	34.19	105,000.00	16,084.30	84.68	
500	Capital Outlay	0.00	1,598.00	0.00	2,000.00	402.00	79.90	
600	Other Objects	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
<b>1130</b>	<b>High School</b>	<b>79,830.65</b>	<b>946,266.87</b>	<b>34.19</b>	<b>1,054,182.00</b>	<b>107,880.94</b>	<b>89.77</b>	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	5,408.16	5,408.16	0.00	6,000.00	591.84	90.14	
<b>1140</b>	<b>Accelerated Reading Program</b>	<b>5,408.16</b>	<b>5,408.16</b>	<b>0.00</b>	<b>6,000.00</b>	<b>591.84</b>	<b>90.14</b>	** Function
600	Other Objects	0.00	20,259.45	0.00	0.00	(20,259.45)	0.00	
<b>1203</b>	<b>Emh Handicapped lighted way</b>	<b>0.00</b>	<b>20,259.45</b>	<b>0.00</b>	<b>0.00</b>	<b>(20,259.45)</b>	<b>0.00</b>	** Function
100	Salaries	875.00	6,140.00	0.00	3,000.00	(3,140.00)	204.67	
200	Employee Benefits	0.00	562.88	0.00	400.00	(162.88)	140.72	
300	Purchased Services	0.00	59,963.53	0.00	70,000.00	10,036.47	85.66	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1204</b>	<b>Physically Hndcap Homebound</b>	<b>875.00</b>	<b>66,666.41</b>	<b>0.00</b>	<b>73,400.00</b>	<b>6,733.59</b>	<b>90.83</b>	** Function
300	Purchased Services	0.00	1,093.50	0.00	1,200.00	106.50	91.13	
<b>1206</b>	<b>Visually Impaired (Vi)</b>	<b>0.00</b>	<b>1,093.50</b>	<b>0.00</b>	<b>1,200.00</b>	<b>106.50</b>	<b>91.13</b>	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	42.21	272.51	0.00	600.00	327.49	45.42	
400	Supplies And Materials	0.00	0.00	0.00	100.00	100.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1207</b>	<b>Hard Of Hearing (Hh)</b>	<b>42.21</b>	<b>272.51</b>	<b>0.00</b>	<b>700.00</b>	<b>427.49</b>	<b>38.93</b>	** Function
100	Salaries	4,860.09	66,560.73	0.00	71,000.00	4,439.27	93.75	
200	Employee Benefits	1,167.42	12,367.76	0.00	21,700.00	9,332.24	56.99	
300	Purchased Services	0.00	42.83	0.00	1,500.00	1,457.17	2.86	
400	Supplies And Materials	0.00	500.16	0.00	700.00	199.84	71.45	
<b>1210</b>	<b>Speech &amp; Lang.Impaired</b>	<b>6,027.51</b>	<b>79,471.48</b>	<b>0.00</b>	<b>94,900.00</b>	<b>15,428.52</b>	<b>83.74</b>	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	

# Expenditure Report

## Education Fund

10

Function 1000 Instruction  
 Function 1214 PRESCHOOL  
 Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
	<b>A</b>							
	<b>B</b>							
	<b>C</b>							
	<b>C - (A + B)</b>							
	<b>(A + B) / C</b>							
<b>1214</b>	<b>PRESCHOOL</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	(46.01)	0.00	0.00	46.01	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1219</b>	<b>Pre Kind EARLY CHILDHOOD</b>	0.00	(46.01)	0.00	0.00	46.01	0.00	** Function
100	Salaries	54,228.39	562,533.33	0.00	593,958.00	31,424.67	94.71	
200	Employee Benefits	14,116.97	130,429.46	0.00	147,087.00	16,657.54	88.68	
300	Purchased Services	522.56	3,254.45	0.00	11,361.00	8,106.55	28.65	
400	Supplies And Materials	(919.69)	25,764.62	2,089.64	81,945.00	54,090.74	33.99	
500	Capital Outlay	3,408.94	14,739.92	0.00	0.00	(14,739.92)	0.00	
<b>1220</b>	<b>Cross-Categorical (Cc)</b>	71,357.17	736,721.78	2,089.64	834,351.00	95,539.58	88.55	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1222</b>	<b>MI</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	11,320.58	125,556.94	0.00	139,743.00	14,186.06	89.85	
200	Employee Benefits	1,216.44	10,947.95	0.00	12,500.00	1,552.05	87.58	
300	Purchased Services	174.05	739.38	0.00	1,400.00	660.62	52.81	
400	Supplies And Materials	566.48	3,269.88	0.00	4,300.00	1,030.12	76.04	
<b>1225</b>	<b>Special Education Programs Pre-K</b>	13,277.55	140,514.15	0.00	157,943.00	17,428.85	88.97	** Function
100	Salaries	10,725.17	110,361.28	0.00	128,702.00	18,340.72	85.75	
200	Employee Benefits	6,353.50	59,894.27	0.00	71,450.00	11,555.73	83.83	
300	Purchased Services	4,524.37	7,847.76	0.00	12,500.00	4,652.24	62.78	
400	Supplies And Materials	0.00	(5,999.01)	0.00	500.00	6,499.01	-1,199.80	
<b>1250</b>	<b>Remedial and Supplemental Programs K</b>	21,603.04	172,104.30	0.00	213,152.00	41,047.70	80.74	** Function
100	Salaries	5,804.11	63,447.27	0.00	70,190.00	6,742.73	90.39	
200	Employee Benefits	1,287.50	12,318.98	0.00	13,800.00	1,481.02	89.27	
300	Purchased Services	448.38	3,311.16	0.00	3,500.00	188.84	94.60	
400	Supplies And Materials	531.83	7,010.54	0.00	11,833.00	4,822.46	59.25	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	133.60	282.60	0.00	500.00	217.40	56.52	

# Expenditure Report

## Education Fund

10

Function 1000 Instruction  
 Function 1401 VOCATIONAL AG  
 Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	A Open Encumb.	B Current Budget	C C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
<b>1401</b>	<b>VOCATIONAL AG</b>	8,205.42	86,370.55	0.00	99,823.00	13,452.45	86.52	** Function
100	Salaries	3,087.17	32,435.67	0.00	33,844.00	1,408.33	95.84	
200	Employee Benefits	1,541.36	16,018.03	0.00	18,800.00	2,781.97	85.20	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	4,595.20	0.00	6,513.00	1,917.80	70.55	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1402</b>	<b>INDUSTRIAL ARTS</b>	4,628.53	53,048.90	0.00	59,157.00	6,108.10	89.67	** Function
100	Salaries	4,142.80	37,285.20	0.00	41,728.00	4,442.80	89.35	
200	Employee Benefits	1,389.12	13,890.57	0.00	15,500.00	1,609.43	89.62	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1407</b>	<b>BUSINESS ED</b>	5,531.92	51,175.77	0.00	57,228.00	6,052.23	89.42	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1415</b>	<b>IVCC TECH PREP</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,658.81	29,588.13	0.00	33,006.00	3,417.87	89.64	
200	Employee Benefits	1,034.06	9,744.78	0.00	6,800.00	(2,944.78)	143.31	
300	Purchased Services	42.30	606.30	0.00	1,100.00	493.70	55.12	
400	Supplies And Materials	0.00	288.79	0.00	200.00	(88.79)	144.40	
<b>1459</b>	<b>CO-OP PROGRAM</b>	3,735.17	40,228.00	0.00	41,106.00	878.00	97.86	** Function
100	Salaries	5,837.19	93,444.48	0.00	104,100.00	10,655.52	89.76	
200	Employee Benefits	58.15	2,400.11	0.00	14,000.00	11,599.89	17.14	
300	Purchased Services	2,925.00	18,139.45	0.00	27,900.00	9,760.55	65.02	
400	Supplies And Materials	0.00	31,840.74	464.56	34,358.00	2,052.70	94.03	
500	Capital Outlay	0.00	8,250.34	1,758.50	12,203.00	2,194.16	82.02	
600	Other Objects	210.00	4,910.96	0.00	5,500.00	589.04	89.29	
<b>1501</b>	<b>ATHLETICS</b>	9,030.34	158,986.08	2,223.06	198,061.00	36,851.86	81.39	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	94.00	0.00	0.00	(94.00)	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	

# Expenditure Report

## Education Fund

10

Function 1000 Instruction  
 Function 1502 Music  
 Object 500 Capital Outlay

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	511.00	0.00	0.00	(511.00)	0.00	
<b>1502</b>	<b>Music</b>	0.00	605.00	0.00	0.00	(605.00)	0.00	** Function
100	Salaries	2,858.84	17,987.57	0.00	32,000.00	14,012.43	56.21	
200	Employee Benefits	160.97	344.48	0.00	4,100.00	3,755.52	8.40	
300	Purchased Services	0.00	150.00	0.00	1,500.00	1,350.00	10.00	
400	Supplies And Materials	292.12	4,247.17	0.00	7,000.00	2,752.83	60.67	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
<b>1540</b>	<b>EXTRA CURRICULAR</b>	3,311.93	22,729.22	0.00	44,650.00	21,920.78	50.91	** Function
100	Salaries	0.00	0.00	0.00	26,150.00	26,150.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	3,300.00	3,300.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	250.00	250.00	0.00	
<b>1600</b>	<b>Summer School</b>	0.00	0.00	0.00	29,700.00	29,700.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
800	Termination Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1650</b>	<b>Gifted Programs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,495.03	22,455.31	0.00	29,940.00	7,484.69	75.00	
200	Employee Benefits	1,724.66	15,330.94	0.00	18,500.00	3,169.06	82.87	
300	Purchased Services	25.40	2,185.76	0.00	2,800.00	614.24	78.06	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1700</b>	<b>Drivers Education Program</b>	4,245.09	39,972.01	0.00	51,240.00	11,267.99	78.01	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1800</b>	<b>Bilingual Programs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	19,009.72	167,790.23	0.00	140,000.00	(27,790.23)	119.85	
<b>1912</b>	<b>Special Education Programs K-12 - Priv</b>	19,009.72	167,790.23	0.00	140,000.00	(27,790.23)	119.85	** Function
4 <b>1000</b>	<b>Instruction</b>	440,619.20	4,842,386.47	6,069.08	5,407,366.00	558,910.45	89.66	* Function
100	Salaries	8,937.36	98,057.18	0.00	112,296.00	14,238.82	87.32	
200	Employee Benefits	3,217.58	32,683.83	0.00	38,500.00	5,816.17	84.89	
300	Purchased Services	167.79	460.36	0.00	1,500.00	1,039.64	30.69	

# Expenditure Report

## Education Fund

10

Function 2000 Support Services  
 Function 2110 Attendance/Soc Wrk Serv  
 Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
400	Supplies And Materials	774.64	1,058.71	0.00	1,300.00	241.29	81.44	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	200.00	200.00	0.00	
<b>2110</b>	<b>Attendance/Soc Wrk Serv</b>	13,097.37	132,260.08	0.00	153,796.00	21,535.92	86.00	** Function
100	Salaries	4,858.90	53,102.04	0.00	58,350.00	5,247.96	91.01	
200	Employee Benefits	814.56	7,489.87	0.00	11,900.00	4,410.13	62.94	
300	Purchased Services	0.00	314.90	0.00	1,350.00	1,035.10	23.33	
400	Supplies And Materials	0.00	300.92	0.00	500.00	199.08	60.18	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	100.00	100.00	0.00	
<b>2120</b>	<b>Guidance Services</b>	5,673.46	61,207.73	0.00	72,200.00	10,992.27	84.78	** Function
100	Salaries	2,648.49	29,274.02	0.00	33,600.00	4,325.98	87.13	
300	Purchased Services	90.71	947.83	0.00	1,600.00	652.17	59.24	
400	Supplies And Materials	0.00	1,141.17	149.10	1,500.00	209.73	86.02	
<b>2134</b>	<b>Nurse Services</b>	2,739.20	31,363.02	149.10	36,700.00	5,187.88	85.86	** Function
100	Salaries	5,001.14	55,220.31	0.00	64,061.00	8,840.69	86.20	
200	Employee Benefits	193.61	1,932.69	0.00	1,300.00	(632.69)	148.67	
300	Purchased Services	140.06	1,176.41	0.00	2,650.00	1,473.59	44.39	
400	Supplies And Materials	0.00	901.57	0.00	2,000.00	1,098.43	45.08	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2140</b>	<b>Psychological Services</b>	5,334.81	59,230.98	0.00	70,011.00	10,780.02	84.60	** Function
300	Purchased Services	449.95	6,942.93	0.00	12,000.00	5,057.07	57.86	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2190</b>	<b>Other Support Svs Pupils</b>	449.95	6,942.93	0.00	12,000.00	5,057.07	57.86	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	1,446.71	0.00	1,000.00	(446.71)	144.67	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2191</b>	<b>OTHER SUPPORT</b>	0.00	1,446.71	0.00	1,000.00	(446.71)	144.67	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	

# Expenditure Report

## Education Fund

10

Function 2000 Support Services  
 Function 2192 TITLE V CHART COUNTS  
 Object 400 Supplies And Materials

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>2192</b>	<b>TITLE V CHART COUNTS</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2193</b>	<b>Title IV</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2196</b>	<b>Comp Arts</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	540.00	10,650.00	0.00	28,000.00	17,350.00	38.04	
200	Employee Benefits	170.40	1,149.84	0.00	4,500.00	3,350.16	25.55	
300	Purchased Services	1,020.00	16,080.00	0.00	23,000.00	6,920.00	69.91	
<b>2210</b>	<b>EPIC</b>	1,730.40	27,879.84	0.00	55,500.00	27,620.16	50.23	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2212</b>	<b>CURRICULUM DIRECTOR</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2215</b>	<b>TITLE II CLASS REDUCTION</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	507.74	0.00	0.00	(507.74)	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2218</b>	<b>Quality Assurance</b>	0.00	507.74	0.00	0.00	(507.74)	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	

# Expenditure Report

## Education Fund

10

Function 2000 Support Services  
 Function 2219 BLOCK GRANT  
 Object 500 Capital Outlay

Account	Description	M.T.D. Activity	Y.T.D. Activity	A Open Encumb.	B Current Budget	C C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
<b>2219</b>	<b>BLOCK GRANT</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	6,554.24	76,531.02	0.00	88,608.00	12,076.98	86.37	
200	Employee Benefits	987.43	13,341.04	0.00	21,000.00	7,658.96	63.53	
300	Purchased Services	54.99	529.65	0.00	2,200.00	1,670.35	24.08	
400	Supplies And Materials	4,271.36	12,707.77	1,290.24	16,350.00	2,351.99	85.61	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2220</b>	<b>MEDIA PROGRAM</b>	11,868.02	103,109.48	1,290.24	128,158.00	23,758.28	81.46	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2225</b>	<b>TECH THRUST</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	6,001.87	76,808.54	0.00	100,493.00	23,684.46	76.43	
200	Employee Benefits	1,469.58	14,730.42	0.00	17,000.00	2,269.58	86.65	
300	Purchased Services	155.10	5,249.84	0.00	7,500.00	2,250.16	70.00	
400	Supplies And Materials	0.00	3,384.27	0.00	3,000.00	(384.27)	112.81	
<b>2226</b>	<b>TECHNOLOGY</b>	7,626.55	100,173.07	0.00	127,993.00	27,819.93	78.26	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2227</b>	<b>CLOSING GAP</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	4,891.00	53,466.18	0.00	58,692.00	5,225.82	91.10	
200	Employee Benefits	1,114.98	10,763.30	0.00	12,600.00	1,836.70	85.42	
300	Purchased Services	0.00	174.84	0.00	900.00	725.16	19.43	
<b>2230</b>	<b>Assessment/Testing</b>	6,005.98	64,404.32	0.00	72,192.00	7,787.68	89.21	** Function
100	Salaries	97.52	3,794.57	0.00	3,950.00	155.43	96.07	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	5,109.65	47,643.48	0.00	48,500.00	856.52	98.23	
400	Supplies And Materials	618.68	23,555.80	2,274.93	31,000.00	5,169.27	83.32	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	191.13	14,029.84	0.00	16,500.00	2,470.16	85.03	
<b>2310</b>	<b>Brd Ed Services</b>	6,016.98	89,023.69	2,274.93	99,950.00	8,651.38	91.34	** Function
100	Salaries	7,834.50	87,449.50	0.00	96,700.00	9,250.50	90.43	
200	Employee Benefits	2,068.74	23,050.00	0.00	24,820.00	1,770.00	92.87	
300	Purchased Services	937.17	8,490.03	0.00	14,500.00	6,009.97	58.55	
400	Supplies And Materials	68.24	4,488.20	0.00	8,000.00	3,511.80	56.10	

# Expenditure Report

## Education Fund

10

Function 2000 Support Services  
 Function 2320 Executive Adm. Serv  
 Object 500 Capital Outlay

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
500	Capital Outlay	0.00	818.00	0.00	3,000.00	2,182.00	27.27	
600	Other Objects	0.00	1,583.25	0.00	2,600.00	1,016.75	60.89	
<b>2320</b>	<b>Executive Adm. Serv</b>	10,908.65	125,878.98	0.00	149,620.00	23,741.02	84.13	** Function
100	Salaries	32,245.24	353,930.51	0.00	390,700.00	36,769.49	90.59	
200	Employee Benefits	10,446.50	115,360.28	0.00	127,000.00	11,639.72	90.83	
300	Purchased Services	1,178.12	10,427.93	636.00	11,000.00	(63.93)	100.58	
400	Supplies And Materials	453.94	14,045.59	47.24	13,800.00	(292.83)	102.12	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	1,233.88	0.00	2,000.00	766.12	61.69	
<b>2410</b>	<b>Office Of Principal Serv</b>	44,323.80	494,998.19	683.24	545,500.00	49,818.57	90.87	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2510</b>	<b>Dirctn Business Suppt Ser</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	6,660.50	75,889.16	0.00	82,500.00	6,610.84	91.99	
200	Employee Benefits	381.98	4,574.21	0.00	5,100.00	525.79	89.69	
300	Purchased Services	270.00	764.96	0.00	2,700.00	1,935.04	28.33	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	250.00	0.00	500.00	250.00	50.00	
<b>2520</b>	<b>Fiscal Services</b>	7,312.48	81,478.33	0.00	90,800.00	9,321.67	89.73	** Function
100	Salaries	10,233.86	109,986.93	0.00	124,550.00	14,563.07	88.31	
200	Employee Benefits	0.00	0.00	0.00	50.00	50.00	0.00	
300	Purchased Services	0.00	361.58	0.00	2,400.00	2,038.42	15.07	
400	Supplies And Materials	15,407.25	176,665.85	0.00	193,000.00	16,334.15	91.54	
500	Capital Outlay	0.00	0.00	0.00	4,000.00	4,000.00	0.00	
600	Other Objects	0.00	35.00	0.00	400.00	365.00	8.75	
<b>2560</b>	<b>Food Services</b>	25,641.11	287,049.36	0.00	324,400.00	37,350.64	88.49	** Function
300	Purchased Services	84.90	2,526.50	0.00	5,500.00	2,973.50	45.94	
<b>2630</b>	<b>Information Services</b>	84.90	2,526.50	0.00	5,500.00	2,973.50	45.94	** Function
300	Purchased Services	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	4,000.00	4,000.00	0.00	

# Expenditure Report

## Education Fund

10

Function 2000 Support Services  
 Function 2660 DATA PROCESSING  
 Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	A Open Encumb.	B Current Budget	C C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
2660	<b>DATA PROCESSING</b>	0.00	0.00	0.00	9,000.00	9,000.00	0.00	** Function
4 2000	<b>Support Services</b>	148,813.66	1,669,480.95	4,397.51	1,954,320.00	280,441.54	85.65	* Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
800	Termination Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
3696	<b>Safe To Learn</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 3000	<b>Community Services</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
600	Other Objects	0.00	57,310.82	0.00	0.00	(57,310.82)	0.00	
4120	<b>Payments Sp Ed Programs</b>	0.00	57,310.82	0.00	0.00	(57,310.82)	0.00	** Function
600	Other Objects	0.00	31,809.00	0.00	26,000.00	(5,809.00)	122.34	
4140	<b>Payments for CTE Programs</b>	0.00	31,809.00	0.00	26,000.00	(5,809.00)	122.34	** Function
300	Purchased Services	0.00	0.00	0.00	4,000.00	4,000.00	0.00	
4190	<b>Other Pymnts Gov In State</b>	0.00	0.00	0.00	4,000.00	4,000.00	0.00	** Function
600	Other Objects	0.00	625.00	0.00	0.00	(625.00)	0.00	
4210	<b>Payments for Regular Programs - Tuition</b>	0.00	625.00	0.00	0.00	(625.00)	0.00	** Function
600	Other Objects	0.00	7,307.48	0.00	9,000.00	1,692.52	81.19	
4220	<b>Payments for Special Education Program</b>	0.00	7,307.48	0.00	9,000.00	1,692.52	81.19	** Function
600	Other Objects	0.00	71,093.00	0.00	130,000.00	58,907.00	54.69	
4240	<b>Payments for CTE Programs - Tuition</b>	0.00	71,093.00	0.00	130,000.00	58,907.00	54.69	** Function
4 4000	<b>Nonprogrammed Charges</b>	0.00	168,145.30	0.00	169,000.00	854.70	99.49	* Function
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
6000	<b>Provision For Contingencs</b>	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
4 6000	<b>Provision For Contingencs</b>	0.00	0.00	0.00	10,000.00	10,000.00	0.00	* Function
600	Other Objects	200,000.00	200,000.00	0.00	0.00	(200,000.00)	0.00	
8130	<b>Prmt Trns From Ed Fund</b>	200,000.00	200,000.00	0.00	0.00	(200,000.00)	0.00	** Function
4 8000	<b>Other Financing Uses</b>	200,000.00	200,000.00	0.00	0.00	(200,000.00)	0.00	* Function
10	<b>Education Fund</b>	789,432.86	6,880,012.72	10,466.59	7,540,686.00	650,206.69	91.38	Fund

# Expenditure Report

## Oper, Build, & Maint Fund

20

Function 2000 Support Services  
 Function 2527 Property Accounting Serv  
 Object 500 Capital Outlay

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2527</b>	<b>Property Accounting Serv</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	23,136.25	278,510.56	0.00	304,200.00	25,689.44	91.56	
200	Employee Benefits	1,835.48	20,126.77	0.00	23,650.00	3,523.23	85.10	
300	Purchased Services	6,282.95	98,265.37	0.00	126,500.00	28,234.63	77.68	
400	Supplies And Materials	17,939.92	255,876.98	0.00	345,000.00	89,123.02	74.17	
500	Capital Outlay	0.00	246,596.59	0.00	277,000.00	30,403.41	89.02	
<b>2542</b>	<b>Care &amp; Upkeep Bldg Serv</b>	49,194.60	899,376.27	0.00	1,076,350.00	176,973.73	83.56	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	100.00	8,878.21	0.00	23,000.00	14,121.79	38.60	
400	Supplies And Materials	2,405.54	3,341.54	0.00	18,000.00	14,658.46	18.56	
500	Capital Outlay	0.00	21,325.38	0.00	31,000.00	9,674.62	68.79	
<b>2543</b>	<b>Care Upkeep Grnds Serv</b>	2,505.54	33,545.13	0.00	72,000.00	38,454.87	46.59	** Function
4 <b>2000</b>	<b>Support Services</b>	51,700.14	932,921.40	0.00	1,148,350.00	215,428.60	81.24	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>6000</b>	<b>Provision For Contingencs</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>8190</b>	<b>Other Uses</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>8000</b>	<b>Other Financing Uses</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
<b>20</b>	<b>Oper, Build, &amp; Maint Fund</b>	51,700.14	932,921.40	0.00	1,148,350.00	215,428.60	81.24	Fund

# Expenditure Report

## Debt Service Fund or Fund Group

30

Function 5000 Debt Services  
 Function 5140 State Aid Anticipation Certificates  
 Object 600 Other Objects

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>5140</b>	<b>State Aid Anticipation Certificates</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>5200</b>	<b>Debt Service - Interest on Long-Term De</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>5000</b>	<b>Debt Services</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>8140</b>	<b>Prmt Transf Of Interest</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>8000</b>	<b>Other Financing Uses</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
<b>30</b>	<b>Debt Service Fund or Fund Group</b>	0.00	0.00	0.00	0.00	0.00	0.00	Fund

# Expenditure Report

## Transportation Fund

40

Function 2000 Support Services  
 Function 2550 Pupil Transportation Ser  
 Object 100 Salaries

			A	B	C	C - (A + B)	(A + B) / C	
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	695.00	6,120.00	0.00	23,850.00	17,730.00	25.66	
200	Employee Benefits	193.09	1,649.13	0.00	1,275.00	(374.13)	129.34	
300	Purchased Services	64,748.22	575,479.65	0.00	713,236.44	137,756.79	80.69	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2550</b>	<b>Pupil Transportation Ser</b>	<b>65,636.31</b>	<b>583,248.78</b>	<b>0.00</b>	<b>738,361.44</b>	<b>155,112.66</b>	<b>78.99</b>	** Function
4 <b>2000</b>	<b>Support Services</b>	<b>65,636.31</b>	<b>583,248.78</b>	<b>0.00</b>	<b>738,361.44</b>	<b>155,112.66</b>	<b>78.99</b>	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>6000</b>	<b>Provision For Contingencs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	** Function
4 <b>6000</b>	<b>Provision For Contingencs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>8140</b>	<b>Prmt Transf Of Interest</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	** Function
4 <b>8000</b>	<b>Other Financing Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	* Function
<b>40</b>	<b>Transportation Fund</b>	<b>65,636.31</b>	<b>583,248.78</b>	<b>0.00</b>	<b>738,361.44</b>	<b>155,112.66</b>	<b>78.99</b>	Fund

# Expenditure Report

## I.M.R.F./Soc. Sec. Fund

50

Function 1000 Instruction  
 Function 1110 Hennepin Elementary  
 Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	(A + B) / C	State Account Number
200	Employee Benefits	676.28	7,913.59	0.00	7,630.00	(283.59)	103.72	
<b>1110</b>	<b>Hennepin Elementary</b>	676.28	7,913.59	0.00	7,630.00	(283.59)	103.72	** Function
200	Employee Benefits	406.73	3,433.48	0.00	7,100.00	3,666.52	48.36	
<b>1111</b>	<b>Hopkins Elementary</b>	406.73	3,433.48	0.00	7,100.00	3,666.52	48.36	** Function
200	Employee Benefits	487.19	5,072.39	0.00	7,800.00	2,727.61	65.03	
<b>1112</b>	<b>Reading IMP</b>	487.19	5,072.39	0.00	7,800.00	2,727.61	65.03	** Function
200	Employee Benefits	111.02	1,005.47	0.00	1,700.00	694.53	59.15	
<b>1115</b>	<b>MUSIC</b>	111.02	1,005.47	0.00	1,700.00	694.53	59.15	** Function
200	Employee Benefits	540.80	6,381.47	0.00	8,700.00	2,318.53	73.35	
<b>1120</b>	<b>Middle-Junior High</b>	540.80	6,381.47	0.00	8,700.00	2,318.53	73.35	** Function
200	Employee Benefits	240.76	2,017.43	0.00	3,105.00	1,087.57	64.97	
<b>1125</b>	<b>Pre-K Programs</b>	240.76	2,017.43	0.00	3,105.00	1,087.57	64.97	** Function
200	Employee Benefits	1,261.85	13,368.50	0.00	19,050.00	5,681.50	70.18	
<b>1130</b>	<b>High School</b>	1,261.85	13,368.50	0.00	19,050.00	5,681.50	70.18	** Function
200	Employee Benefits	0.00	26.67	0.00	50.00	23.33	53.34	
<b>1204</b>	<b>Physically Hndcap Homebound</b>	0.00	26.67	0.00	50.00	23.33	53.34	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1207</b>	<b>Hard Of Hearing (Hh)</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	31.98	454.47	0.00	1,100.00	645.53	41.32	
<b>1210</b>	<b>Speech &amp; Lang.Impaired</b>	31.98	454.47	0.00	1,100.00	645.53	41.32	** Function
200	Employee Benefits	0.00	670.72	0.00	0.00	(670.72)	0.00	
<b>1214</b>	<b>PRESCHOOL</b>	0.00	670.72	0.00	0.00	(670.72)	0.00	** Function
200	Employee Benefits	0.00	1,078.23	0.00	0.00	(1,078.23)	0.00	
<b>1219</b>	<b>Pre Kind EARLY CHILDHOOD</b>	0.00	1,078.23	0.00	0.00	(1,078.23)	0.00	** Function
200	Employee Benefits	3,802.45	37,406.44	0.00	48,102.00	10,695.56	77.76	
<b>1220</b>	<b>Cross-Categorical (Cc)</b>	3,802.45	37,406.44	0.00	48,102.00	10,695.56	77.76	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1222</b>	<b>MI</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	677.46	5,867.63	0.00	9,500.00	3,632.37	61.76	
<b>1225</b>	<b>Special Education Programs Pre-K</b>	677.46	5,867.63	0.00	9,500.00	3,632.37	61.76	** Function
200	Employee Benefits	144.54	1,479.29	0.00	2,000.00	520.71	73.96	
<b>1250</b>	<b>Remedial and Supplemental Programs K</b>	144.54	1,479.29	0.00	2,000.00	520.71	73.96	** Function
200	Employee Benefits	81.40	889.74	0.00	1,100.00	210.26	80.89	

# Expenditure Report

## I.M.R.F./Soc. Sec. Fund

50

Function 1000 Instruction  
 Function 1401 VOCATIONAL AG  
 Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	B Open Encumb.	C Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
<b>1401</b>	<b>VOCATIONAL AG</b>	81.40	889.74	0.00	1,100.00	210.26	80.89	** Function
200	Employee Benefits	36.20	376.49	0.00	525.00	148.51	71.71	
<b>1402</b>	<b>INDUSTRIAL ARTS</b>	36.20	376.49	0.00	525.00	148.51	71.71	** Function
200	Employee Benefits	54.14	486.94	0.00	675.00	188.06	72.14	
<b>1407</b>	<b>BUSINESS ED</b>	54.14	486.94	0.00	675.00	188.06	72.14	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1415</b>	<b>IVCC TECH PREP</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	15.30	208.54	0.00	325.00	116.46	64.17	
<b>1459</b>	<b>CO-OP PROGRAM</b>	15.30	208.54	0.00	325.00	116.46	64.17	** Function
200	Employee Benefits	187.00	2,789.03	0.00	2,900.00	110.97	96.17	
<b>1501</b>	<b>ATHLETICS</b>	187.00	2,789.03	0.00	2,900.00	110.97	96.17	** Function
200	Employee Benefits	0.00	209.98	0.00	0.00	(209.98)	0.00	
<b>1502</b>	<b>Music</b>	0.00	209.98	0.00	0.00	(209.98)	0.00	** Function
200	Employee Benefits	87.49	336.30	0.00	1,125.00	788.70	29.89	
<b>1540</b>	<b>EXTRA CURRICULAR</b>	87.49	336.30	0.00	1,125.00	788.70	29.89	** Function
200	Employee Benefits	0.00	0.00	0.00	495.00	495.00	0.00	
<b>1600</b>	<b>Summer School</b>	0.00	0.00	0.00	495.00	495.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1650</b>	<b>Gifted Programs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	30.90	278.99	0.00	525.00	246.01	53.14	
<b>1700</b>	<b>Drivers Education Program</b>	30.90	278.99	0.00	525.00	246.01	53.14	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1800</b>	<b>Bilingual Programs</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>1000</b>	<b>Instruction</b>	8,873.49	91,751.79	0.00	123,507.00	31,755.21	74.29	* Function
200	Employee Benefits	246.91	2,610.38	0.00	5,150.00	2,539.62	50.69	
<b>2110</b>	<b>Attendance/Soc Wrk Serv</b>	246.91	2,610.38	0.00	5,150.00	2,539.62	50.69	** Function
200	Employee Benefits	69.90	763.74	0.00	950.00	186.26	80.39	
<b>2120</b>	<b>Guidance Services</b>	69.90	763.74	0.00	950.00	186.26	80.39	** Function
200	Employee Benefits	497.39	4,869.87	0.00	7,400.00	2,530.13	65.81	
<b>2134</b>	<b>Nurse Services</b>	497.39	4,869.87	0.00	7,400.00	2,530.13	65.81	** Function
200	Employee Benefits	203.89	2,143.35	0.00	4,350.00	2,206.65	49.27	
<b>2140</b>	<b>Psychological Services</b>	203.89	2,143.35	0.00	4,350.00	2,206.65	49.27	** Function

# Expenditure Report

## I.M.R.F./Soc. Sec. Fund

50

Function 2000 Support Services  
 Function 2192 TITLE V CHART COUNTS  
 Object 200 Employee Benefits

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2192</b>	<b>TITLE V CHART COUNTS</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2193</b>	<b>Title IV</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2196</b>	<b>Comp Arts</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	6.88	258.54	0.00	1,300.00	1,041.46	19.89	
<b>2210</b>	<b>EPIC</b>	6.88	258.54	0.00	1,300.00	1,041.46	19.89	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2212</b>	<b>CURRICULUM DIRECTOR</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2215</b>	<b>TITLE II CLASS REDUCTION</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2218</b>	<b>Quality Assurance</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2219</b>	<b>BLOCK GRANT</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	525.98	5,664.99	0.00	8,275.00	2,610.01	68.46	
<b>2220</b>	<b>MEDIA PROGRAM</b>	525.98	5,664.99	0.00	8,275.00	2,610.01	68.46	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2225</b>	<b>TECH THRUST</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	261.26	3,680.55	0.00	9,700.00	6,019.45	37.94	
<b>2226</b>	<b>TECHNOLOGY</b>	261.26	3,680.55	0.00	9,700.00	6,019.45	37.94	** Function
200	Employee Benefits	67.14	733.83	0.00	950.00	216.17	77.25	
<b>2230</b>	<b>Assessment/Testing</b>	67.14	733.83	0.00	950.00	216.17	77.25	** Function
200	Employee Benefits	7.00	285.37	0.00	495.00	209.63	57.65	
<b>2310</b>	<b>Brd Ed Services</b>	7.00	285.37	0.00	495.00	209.63	57.65	** Function
200	Employee Benefits	113.58	1,267.82	0.00	1,700.00	432.18	74.58	
<b>2320</b>	<b>Executive Adm. Serv</b>	113.58	1,267.82	0.00	1,700.00	432.18	74.58	** Function
200	Employee Benefits	1,663.18	16,533.28	0.00	22,300.00	5,766.72	74.14	
<b>2410</b>	<b>Office Of Principal Serv</b>	1,663.18	16,533.28	0.00	22,300.00	5,766.72	74.14	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2510</b>	<b>Directn Business Suppt Ser</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,234.95	12,408.93	0.00	17,700.00	5,291.07	70.11	

# Expenditure Report

## I.M.R.F./Soc. Sec. Fund

50

Function 2000 Support Services  
 Function 2520 Fiscal Services  
 Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	C - (A + B) Budget Balance	(A + B) / C % of Budget	State Account Number
<b>2520</b>	<b>Fiscal Services</b>	1,234.95	12,408.93	0.00	17,700.00	5,291.07	70.11	** Function
200	Employee Benefits	4,159.37	42,598.61	0.00	61,700.00	19,101.39	69.04	
<b>2542</b>	<b>Care &amp; Upkeep Bldg Serv</b>	4,159.37	42,598.61	0.00	61,700.00	19,101.39	69.04	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>2543</b>	<b>Care Upkeep Grnds Serv</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	9.99	88.26	0.00	5,125.00	5,036.74	1.72	
<b>2550</b>	<b>Pupil Transportation Ser</b>	9.99	88.26	0.00	5,125.00	5,036.74	1.72	** Function
200	Employee Benefits	1,847.45	17,729.74	0.00	26,300.00	8,570.26	67.41	
<b>2560</b>	<b>Food Services</b>	1,847.45	17,729.74	0.00	26,300.00	8,570.26	67.41	** Function
4 <b>2000</b>	<b>Support Services</b>	10,914.87	111,637.26	0.00	173,395.00	61,757.74	64.38	* Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
<b>3696</b>	<b>Safe To Learn</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>3000</b>	<b>Community Services</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
<b>50</b>	<b>I.M.R.F./Soc. Sec. Fund</b>	19,788.36	203,389.05	0.00	296,902.00	93,512.95	68.50	Fund

# Expenditure Report

## Capital Projects Fund or Fund Group

60

Function 2000 Support Services  
 Function 2527 Property Accounting Serv  
 Object 500 Capital Outlay

Account	Description	M.T.D. Activity	Y.T.D. Activity	A	B	C	C - (A + B)	(A + B) / C	State Account Number
				Open Encumb.	Current Budget	Budget Balance		% of Budget	
500	Capital Outlay	42,806.32	930,682.62	0.00	950,000.00	19,317.38		97.97	
<b>2527</b>	<b>Property Accounting Serv</b>	42,806.32	930,682.62	0.00	950,000.00	19,317.38		97.97	** Function
4 <b>2000</b>	<b>Support Services</b>	42,806.32	930,682.62	0.00	950,000.00	19,317.38		97.97	* Function
<b>60</b>	<b>Capital Projects Fund or Fund Group</b>	42,806.32	930,682.62	0.00	950,000.00	19,317.38		97.97	Fund

# Expenditure Report

## Working Cash Fund

70

Function 8000 Other Financing Uses  
 Function 8110 Permnt Trns Wrk Csh Abol  
 Object 600 Other Objects

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>8110</b>	<b>Permnt Trns Wrk Csh Abol</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>8111</b>	<b>Permnt Trns Wrk Csh</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
<b>8120</b>	<b>Prmnt Trnf Int From Wrkes</b>	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4 <b>8000</b>	<b>Other Financing Uses</b>	0.00	0.00	0.00	0.00	0.00	0.00	* Function
<b>70</b>	<b>Working Cash Fund</b>	0.00	0.00	0.00	0.00	0.00	0.00	Fund

# Expenditure Report

## Tort Immunity and Judgment Fund

Function 2000 Support Services  
 Function 2362 Workers Comp/Workers Occ Disease Acts Payments  
 Object 200 Employee Benefits

80

		A	B	C	C - (A + B)	(A + B) / C		
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	0.00	26,174.23	0.00	28,017.00	1,842.77	93.42	
<b>2362</b>	<b>Workers Comp/Workers Occ Disease Ac</b>	0.00	26,174.23	0.00	28,017.00	1,842.77	93.42	** Function
200	Employee Benefits	0.00	3,621.00	0.00	10,000.00	6,379.00	36.21	
<b>2363</b>	<b>Unemployment Insurance Act Payments</b>	0.00	3,621.00	0.00	10,000.00	6,379.00	36.21	** Function
300	Purchased Services	1,167.00	47,099.00	0.00	56,000.00	8,901.00	84.11	
<b>2364</b>	<b>Insurance Payments (regular or self-insu</b>	1,167.00	47,099.00	0.00	56,000.00	8,901.00	84.11	** Function
300	Purchased Services	0.00	0.00	0.00	50,000.00	50,000.00	0.00	
<b>2369</b>	<b>Legal Services</b>	0.00	0.00	0.00	50,000.00	50,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
<b>2535</b>	<b>Bldg Acquistn Cons Impr</b>	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
4 <b>2000</b>	<b>Support Services</b>	1,167.00	76,894.23	0.00	145,017.00	68,122.77	53.02	* Function
<b>80</b>	<b>Tort Immunity and Judgment Fund</b>	1,167.00	76,894.23	0.00	145,017.00	68,122.77	53.02	Fund

# Expenditure Report

## Fire Prevention/Life Safety

90

Function 2000 Support Services  
 Function 2548 L/S Capital Outlay  
 Object 500 Capital Outlay

A                      B                      C                      C - (A + B)                      (A + B) / C

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	163,501.85	0.00	125,000.00	(38,501.85)	130.80	
<b>2548</b>	<b>L/S Capital Outlay</b>	0.00	163,501.85	0.00	125,000.00	(38,501.85)	130.80	** Function
4 <b>2000</b>	<b>Support Services</b>	0.00	163,501.85	0.00	125,000.00	(38,501.85)	130.80	* Function
<b>90</b>	<b>Fire Prevention/Life Safety</b>	0.00	163,501.85	0.00	125,000.00	(38,501.85)	130.80	Fund
<b>Report Total:</b>		970,530.99	9,770,650.65	10,466.59	10,944,316.44	1,163,199.20	89.37	

# Balance Sheet Fund 10

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-10	AP-Accrual for Fund 10	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
10-110-1	CASH IN BANKS	\$92,780.60	\$797.38	\$93,577.98
10-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
10-111-1	IMPREST FUND	\$12,800.00	\$0.00	\$12,800.00
10-121-1	REGULAR INVESTMENT ED	\$2,761,796.62	\$21,132.38	\$2,782,929.00
10-122-1	FARNSWORTH INVESTMENT	\$0.00	\$0.00	\$0.00
10-185-1	LONG TERM INVESTMENTS	\$394,942.43	(\$314,120.83)	\$80,821.60
10-199-1	EMPLOYEE COMPUTERS	\$2,734.46	(\$543.42)	\$2,191.04
	<b>Total</b>	<b>\$3,265,054.12</b>	<b>(\$292,734.49)</b>	<b>\$2,972,319.63</b>
10-493-1	MEDICARE INS. PAYABLE	(\$1.51)	\$0.00	(\$1.51)
10-456-1	Delete This Account	(\$25.00)	\$0.00	(\$25.00)
10-457-1	Delete This Account	(\$25.00)	\$0.00	(\$25.00)
10-458-1	Delete This Account	\$0.03	\$0.00	\$0.03
10-459-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-460-1	DISABILITY INS. PAYABLE	\$0.00	\$0.00	\$0.00
10-455-1	Delete This Account	(\$5.44)	\$0.00	(\$5.44)
10-490-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-495-1	LIFE INS PAYABLE	\$0.00	\$0.00	\$0.00
10-496-1	LOHMANS CAFE. PLAN	\$535.57	(\$468.20)	\$67.37
10-497-1	SUPPORT PERS. DUES	\$0.00	\$0.00	\$0.00
10-498-1	TEACHER RET 2.2	\$0.00	\$0.00	\$0.00
10-481-1	TEACHER RET. PAYABLE	(\$316.89)	\$0.00	(\$316.89)
10-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-434-1	LOANS FROM WKG CASH FND	\$0.00	\$0.00	\$0.00
10-453-1	Delete This Account	(\$5.44)	\$0.00	(\$5.44)
10-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
10-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
10-411-1	LOAN TO LIFE SAFETY	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$156.32</b>	<b>(\$468.20)</b>	<b>(\$311.88)</b>
10-706-1	NET PROFIT/LOSS	(\$361,726.23)	\$293,202.69	(\$68,523.54)
10-730-1	FUND BALANCE	(\$2,903,484.20)	\$0.00	(\$2,903,484.20)
	<b>Total</b>	<b>(\$3,265,210.44)</b>	<b>\$293,202.69</b>	<b>(\$2,972,007.75)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 20

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-20	AP-Accrual for Fund 20	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
20-185-1	LONG TERM INVESTMENTS	\$776,777.70	\$332.31	\$777,110.01
20-184-1	LAND FUND INVESTMENT	\$0.00	\$0.00	\$0.00
20-183-1	TREE FUND INVESTMENTS	\$3,453.85	\$0.00	\$3,453.85
20-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
20-121-1	REGULAR INVESTMENT O/M	\$1,296,180.07	(\$50,127.57)	\$1,246,052.50
20-110-1	CASH IN BANKS	\$138,416.52	\$0.00	\$138,416.52
	<b><u>Total</u></b>	<b><u>\$2,214,828.14</u></b>	<b><u>(\$49,795.26)</u></b>	<b><u>\$2,165,032.88</u></b>
20-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
20-453-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-497-1	SUPPORT PERS. DUES	\$0.00	\$0.00	\$0.00
20-459-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-458-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-456-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
20-481-1	ANNUITIES PAYABLE	\$0.00	\$0.00	\$0.00
20-451	Delete This Account	\$0.00	\$0.00	\$0.00
20-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
20-706-1	NET PROFIT/LOSS	(\$255,910.43)	\$49,795.26	(\$206,115.17)
20-730-1	FUND BALANCE	(\$1,958,917.71)	\$0.00	(\$1,958,917.71)
	<b><u>Total</u></b>	<b><u>(\$2,214,828.14)</u></b>	<b><u>\$49,795.26</u></b>	<b><u>(\$2,165,032.88)</u></b>
		<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>

# Balance Sheet Fund 30

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-30	AP-Accrual for Fund 30	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-185-1	LONG TERM INVESTMENTS	\$0.00	\$0.00	\$0.00
30-110-1	CASH IN BANKS	\$0.00	\$0.00	\$0.00
30-121-1	REGULAR INVESTMENT B/I	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-730-1	FUND BALANCE	\$0.00	\$0.00	\$0.00
30-706-1	NET PROFIT/LOSS	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 40

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-40	AP-Accrual for Fund 40	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
40-110-1	CASH IN BANKS	\$0.00	\$0.00	\$0.00
40-121-1	REGULAR INVESTMENT TRANS	\$6,088.07	\$134,608.21	\$140,696.28
40-131	PAYROLL CASH	\$0.00	\$0.00	\$0.00
40-185-1	LONG TERM INVESTMENTS	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$6,088.07</b>	<b>\$134,608.21</b>	<b>\$140,696.28</b>
40-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-411-1	LOANS FROM W/C	\$0.00	\$0.00	\$0.00
40-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
40-481-1	EMPLOYEE INCENTIVE	\$0.00	\$0.00	\$0.00
40-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-456-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-453-1	Delete This Account	\$0.00	\$0.00	\$0.00
40-451-1	Delete This Account	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
40-706-1	NET PROFIT/LOSS	(\$57,119.66)	(\$134,608.21)	(\$191,727.87)
40-730-1	FUND BALANCE	\$51,031.59	\$0.00	\$51,031.59
	<b><u>Total</u></b>	<b>(\$6,088.07)</b>	<b>(\$134,608.21)</b>	<b>(\$140,696.28)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Balance Sheet Fund 50**

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-50	AP-Accrual for Fund 50	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
50-185-1	IMRF-LONG TERM INVESTMEN	\$156,113.41	\$199.84	\$156,313.25
50-121-1	REGULAR INVESTMENT IMRF	\$152,629.31	(\$19,641.39)	\$132,987.92
50-110-1	CASH IN BANKS	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$308,742.72</b>	<b>(\$19,441.55)</b>	<b>\$289,301.17</b>
50-493-1	MEDICARE BOARD SHARE	\$0.00	\$0.00	\$0.00
50-492-1	MEDICARE INS PAYABLE	\$0.00	\$0.00	\$0.00
50-481-1	MEDICARE EMPLOYEE (10)	\$0.00	\$0.00	\$0.00
50-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
50-454-1	Delete This Account	\$0.00	\$0.00	\$0.00
50-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
50-730-1	FUND BALANCE	(\$250,535.37)	\$0.00	(\$250,535.37)
50-706-1	NET PROFIT/LOSS	(\$58,207.35)	\$19,441.55	(\$38,765.80)
	<b>Total</b>	<b>(\$308,742.72)</b>	<b>\$19,441.55</b>	<b>(\$289,301.17)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 60

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-60	AP-Accrual for Fund 60	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
60-121-1	REG INVESTMENTS-CAP PROJ	\$1,041,369.01	(\$28,534.88)	\$1,012,834.13
60-185-1	LONG TERM INVEST C/P	\$0.00	\$0.00	\$0.00
60-110-1	CASH IN BANK-CAP PROJ	\$0.00	(\$13,255.60)	(\$13,255.60)
	<b><u>Total</u></b>	<b>\$1,041,369.01</b>	<b>(\$41,790.48)</b>	<b>\$999,578.53</b>
60-431-1	A/P CAP PROJECTS	\$0.00	\$0.00	\$0.00
60-411-1	LOAN FROM W/C	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
60-706-1	NET PROFIT/LOSS	\$389,656.47	\$41,790.48	\$431,446.95
60-730-1	FUND BALANCE	(\$1,431,025.48)	\$0.00	(\$1,431,025.48)
	<b><u>Total</u></b>	<b>(\$1,041,369.01)</b>	<b>\$41,790.48</b>	<b>(\$999,578.53)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Balance Sheet Fund 70**

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-70	AP-Accrual for Fund 70	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
70-110-1	CASH IN BANKS	(\$13,983.08)	\$0.00	(\$13,983.08)
70-121-1	REGULAR INVESTMENT WC	\$146,243.39	\$161.32	\$146,404.71
70-185-1	INVESTMENT LONG TERM WC	\$1,655,152.59	\$1,049.71	\$1,656,202.30
70-141-1	W/C INTERFUND LOANS	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$1,787,412.90</b>	<b>\$1,211.03</b>	<b>\$1,788,623.93</b>
70-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
70-411-1	LOANS TO LIFE SAFETY	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
70-730-1	FUND BALANCE	(\$1,703,921.98)	\$0.00	(\$1,703,921.98)
70-706-1	NET PROFIT/LOSS	(\$83,490.92)	(\$1,211.03)	(\$84,701.95)
	<b>Total</b>	<b>(\$1,787,412.90)</b>	<b>(\$1,211.03)</b>	<b>(\$1,788,623.93)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Balance Sheet Fund 80**

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-80	AP-Accrual for Fund 80	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
80-121-1	TORT-REG INVESTMENT	\$441,201.95	(\$731.89)	\$440,470.06
80-110-1	TORT-CASH IN BANKS	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$441,201.95</b>	<b>(\$731.89)</b>	<b>\$440,470.06</b>
80-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
80-706-1	NET PROFIT/LOSS	(\$6,767.18)	\$731.89	(\$6,035.29)
80-730-1	FUND BALANCE	(\$434,434.77)	\$0.00	(\$434,434.77)
	<b>Total</b>	<b>(\$441,201.95)</b>	<b>\$731.89</b>	<b>(\$440,470.06)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 90

PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
AP-Accrual-90	AP-Accrual for Fund 90	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
90-121-1	REGULAR INVESTMENT L/S	\$98,852.31	\$56.07	\$98,908.38
90-185-1	LONG TERM L/S	\$45,680.48	\$59.50	\$45,739.98
90-110-1	CASH IN BANK-LIFE SAFETY	(\$120,000.00)	\$0.00	(\$120,000.00)
	<b><u>Total</u></b>	<b>\$24,532.79</b>	<b>\$115.57</b>	<b>\$24,648.36</b>
90-481-1	IL WITHHOLDING TAX PAY	\$0.00	\$0.00	\$0.00
90-457-1	Delete This Account	\$0.00	\$0.00	\$0.00
90-452-1	Delete This Account	\$0.00	\$0.00	\$0.00
90-431-1	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
90-412-1	LOAN DUE TO WORKING CASH	\$0.00	\$0.00	\$0.00
90-411-1	LOAN DUE TO EDUCATION	\$0.00	\$0.00	\$0.00
	<b><u>Total</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
90-706-1	NET PROFIT/LOSS	\$101,173.38	(\$115.57)	\$101,057.81
90-730-1	FUND BALANCE	(\$125,706.17)	\$0.00	(\$125,706.17)
	<b><u>Total</u></b>	<b>(\$24,532.79)</b>	<b>(\$115.57)</b>	<b>(\$24,648.36)</b>
		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet Fund 90

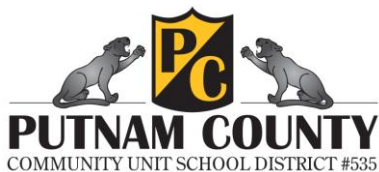
PUTNAM COUNTY CUSD #535

<u>Account Number</u>	<u>Account Description</u>	<u>Balance Forward</u>	<u>Current Month</u>	<u>Current Balance</u>
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# Fund Balance Report

PUTNAM COUNTY CUSD #535

Fund	Description	Month to Date		Year to Date		Ytd Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	789,432.86	496,230.17	6,880,012.72	6,948,536.26	68,523.54	2,903,484.20	2,972,007.75
20	Oper, Build, & Maint Fund	51,700.14	1,904.88	932,921.40	1,139,036.57	206,115.17	1,958,917.71	2,165,032.88
30	Debt Service Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	Transportation Fund	65,636.31	200,244.52	583,248.78	774,976.65	191,727.87	(51,031.59)	140,696.28
50	I.M.R.F./Soc. Sec. Fund	19,788.36	346.81	203,389.05	242,154.85	38,765.80	250,535.37	289,301.17
60	Capital Projects Fund or Fund Group	42,806.32	1,015.84	930,682.62	499,235.67	(431,446.95)	1,431,025.48	999,578.53
70	Working Cash Fund	0.00	1,211.03	0.00	84,701.95	84,701.95	1,703,921.98	1,788,623.93
80	Tort Immunity and Judgment Fund	1,167.00	435.11	76,894.23	82,929.52	6,035.29	434,434.77	440,470.06
90	Fire Prevention/Life Safety	0.00	115.57	163,501.85	62,444.04	(101,057.81)	125,706.17	24,648.36
		\$970,530.99	\$701,503.93	\$9,770,650.65	\$9,834,015.51	\$63,364.86	\$8,756,994.09	\$8,820,358.95



**Putnam County Primary School**

**400 E. Silverspoon Ave.  
Granville, IL 61326**

**Phone Number 1-815-882-2800  
Fax Number 1-815-882-2801**

**IMPREST FUND REPORT MAY 2010**

June 3, 2010

Maximum Balance	\$1,500.00
Less Expenditures	-\$45.34
Request for Reimbursement	\$45.34
Attain Maximum Balance	\$1,500.00

**DEPOSITS**

**EXPENDITURES**

Check# 519 –5/24 - \$15.34 to Granville Postmaster for Postage to send District Audiometer to be repaired Acct# 10-2410-341-1

Check# 520 – 5/24- \$30.00 to Illinois Dept of Public Health for Copies of Birth Certificates of 2 Students Acct# 10-2310-640-6

Request for Reimbursement	\$45.34
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***Where all students will learn and succeed and all means ALL  
Principal—Mrs. Kristal LeRette  
Secretary—Mrs. Brenda Schmidt***





**Putnam County Primary School**

**400 E. Silverspoon Ave.  
Granville, IL 61326**

**Phone Number 1-815-882-2800  
Fax Number 1-815-882-2801**

**ACTIVITY FUND REPORT MAY 2010**

June 3, 2010

Beginning Balance May 1, 2010 \$7629.76

DEPOSITS \$1006.90

5/4 - \$826.85 - \$515.60 (Box Tops), \$212.50 (Money for Pizza Hut from Kindergarten field trip, \$13.50 (Yearbook), \$85.25 (Pepsi)  
5/18 - \$180.05 - \$166.55 (soda), \$13.50 (yearbook)

EXPENDITURES -\$4127.87

Check# 529 – 5/3 -\$41.94 to Casey’s for Cookies for Teacher’s  
Check# 530 – 5/6 - \$3105.00 to IFocus2 for Yearbooks  
Check#531 – 5/6 - \$481.00 to The Locker Room for Shirts for Staff for Education Week  
Check#532 – 5/6 - \$400.00 to Primary Focus for Character Counts Assembly  
Check#533 – 5/14 - \$75.00 to Scholastic for Pre-School Closing Program  
Check#534 – 5/25 - \$75.00 to Dianne Alleman for Kindergarten Closing Program  
Check#535 – 5/31- \$149.93 to Barb Ringenberg for 1<sup>st</sup> & 2<sup>nd</sup> Grade Closing Program

Ending Balance May 31, 2010 \$4508.79

***Where all students will learn and succeed and all means ALL  
Principal—Mrs. Kristal LeRette  
Secretary—Mrs. Brenda Schmidt***



PCES Imprest Fund Report May 2010

Maximum Balance	\$1,500.00
Less Expenditures	100.00
Request for Reimbursement	100.00
Attain Maximum Balance	\$1,500.00

**Deposits**

5.24.2010	Reimbursement for April	\$1,063.19
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**Expenditures**

5.06.2010	Check #3069-Hennepin Postmaster Annual Box Rental 2010-2011	\$ 100.00
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Total Request for reimbursement	\$ 100.00
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Activity Fund Report May 2010

Ending Balance 4.30.2010	\$9,375.75
Beginning Balance 5.01.2010	\$9,375.75

**Deposits**

5.07.2010	Soda Money	\$ 56.80
5.17.2010	Boxtops for Education	<u>307.00</u>
	Total Deposits	\$ 363.80

**Expenditures**

5.07.2010	Check #1032-Void	\$ 0.00
5.07.2010	Check #1033-Mike McCann	28.52
	Staff Appreciation	
5.07.2010	Check #3034-Walmart	160.00
	Staff Appreciation	
5-07.2010	Check #3035-Primary Focus	400.00
	Character Counts Assembly	
5.20.2010	Check #3036-IL Juggling Institute	495.00
	Character Counts Assembly	
5.26.2010	Check #3037-Walmart	229.95
	Bikes-Character Counts Awards	
5.26.2010	Check #3038-Walmart	106.97
	Awards Day	
5.28.2010	Check #3039-Mautinos Locker Room	<u>72.00</u>
	T-Shirts-Awards Day	
	Total Expenditures	\$1,492.44
	Ending Balance 5.31.2010	\$8,247.11

PCES Activity Fund Report June 2010

Ending Balance 5.31.2010	\$8,247.11
Beginning Balance 6.01.2010	\$8,247.11

**Deposits**

6.03.2010	Soda Money	\$ 137.00
6.03.2010	Character Counts Reimbursement	<u>495.00</u>
	Total Deposits	\$ 632.00

**Expenditures**

None	\$ 0.00
Ending Balance 6.03.2010	\$8,879.11

Putnam County Junior High School  
 Imprest Fund  
 May, 2010  
 Account #010-146

Beginning Balance	\$ 2,489.56
Replenishment Request	<u>310.44</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>\$ 1,225.83</u>
Balance	\$ 1,574.17
Plus Voided checks	250.00
Replenishment Request	<u>\$ 975.83</u>
Attain Maximum Balance	\$ 2,800.00

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Account #</u>	<u>Reason</u>	<u>Amount</u>
4636	05/04	Bobby Chapman	10-1501-319-3	track official	\$ 75.00
4637	05/05	Northlawn	10-1540-410-3	scholastic bowl	30.00
4638	05/13	First State Bank	10-1501-332-3	track state travel	250.00
4639	05/14	U. S. Postmaster	10-2410-341-1	postage	5.00
4640	05/24	IESA	10-1501-640-3	dues	735.00
4641	05/24	Staples	10-2410-241-3	supplies	25.98
4642	05/26	Caseys	10-1120-410-3	breakfast	104.85

expenditures	1,225.83
void check 4622, 4628	250.00
Replenishment request	975.83

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Carl Carlson, Principal

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Sandra A. Troglia, Secretary

Putnam County Junior High School  
 PCJH Cheerleading  
 May, 2010  
 Account #138-258

Beginning Balance	\$	46.26
Transfers In		77.70
Subtotal		123.96
Less Expenditures		00.00
Balance		123.96

<u>Check#</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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\_\_\_\_\_  
 Carl Carlson, Principal

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 Sandra A. Troglio, Secretary

Putnam County Junior High School  
 PCJH Girls Athletic Fund  
 May, 2010  
 Account #010-707

Beginning Balance	\$ 2,712.23
Transfers In	<u>4,205.00</u>
Subtotal	6,917.23
Less Expenditures	<u>2,022.00</u>
Balance	4,895.23

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
337	05/12	James Barnett	basketball supplies	\$ 600.00
338	05/14	Cubbyhole	T- shirts	1,422.00

\_\_\_\_\_  
 Carl Carlson, Principal

\_\_\_\_\_  
 Sandra A. Troglia, Secretary

Putnam County Junior High School  
Puma Crew  
May, 2010  
Account #010-561

Beginning Balance	\$ 4,093.34
Transfers In	<u>151.10</u>
Subtotal	4,244.44
Less Expenditures	<u>1,162.29</u>
Balance	3,082.15

<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
Gem School Supplies	school store supplies	\$ 41.29
Hennepin Park Dist	incentive Day	266.00
Carrot Top Industries	graduation backdrop	855.00

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Carl Carlson, Principal

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Connie Kassabaum, Advisor

Putnam County Junior High School  
PCJH Staff Soda  
May, 2010  
Account #010-650

Beginning Balance	\$ 2,021.44
Transfers In	<u>4,202.20</u>
Subtotal	6223.64
Less Expenditures	<u>00.00</u>
Balance	6,223.64

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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\_\_\_\_\_  
Carl Carlson, Principal

\_\_\_\_\_  
Sandra A. Troglio, Secretary

Putnam County Junior High School  
 Student Council  
 May, 2010  
 Account #138-096

Beginning Balance	\$2,786.46
Transfers In	<u>195.00</u>
Subtotal	\$2,981.46
Less Expenditures	<u>271.79</u>
Balance	\$2,709.67

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
813	5-15	Peoria Flag	grad decorations	\$ 41.30
814	5-15	School House	grad decorations	\$ 6.79
815	5-18	Hennepin Park Dist	water incentive day	16.00
816	5-19	Royal Publishing	state track ad	195.00
817	5-25	Phillip Grant	St. Council Certificates	7.70
818	5-28	Toni's Flower Shop	balloons	5.00

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Carl Carlson, Principal

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Amy Darrah, Sponsor

Putnam County Junior High School  
 PCJH Activity Fund  
 April, 2010

<u>Account name &amp; #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 46.26	77.70	00.00	\$ 123.96
PCJH Girls Athletic 010-707	2,712.23	4,205.00	2,022.00	4,895.23
PCJH Puma Crew 010-561	4,093.34	151.10	1,162.29	3,082.15
Staff Soda 010-650	2,021.44	4,202.20	00.00	6,223.64
PCJH Student Council 138-096	2,786.46	195.00	271.79	2,709.67

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Carl Carlson, Principal

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Sandra A. Troglia, Secretary

PUTNAM COUNTY HIGH SCHOOL

Imprest Fund

Bob Peterson, Principal

Balance Balance April 30, 2010	\$1965.00
Replenishment Requested	\$3035.00
Maximum Balance	\$5000.00
May Expenditures	\$1220.60
Balance May 31, 2010	\$3979.40
Replenishment Requested	\$1020.60
<b>Attain Maximum Balance</b>	<b>\$5000.00</b>

EXPENDITURES

Mike Roberts & Assoc.	10-1130-410-2	Valecdictorian Medal	\$ 15.00
Ed Derix	10-1501-319-2	SB Ump	\$ 50.00
Keith Dickinson	10-1501-319-2	SB Ump	\$ 50.00
Mona's	10-1501-640-2	Tri County Meeting	\$ 48.60
Jim Knauf	10-1501-319-2	VBB Ump	\$ 50.00
John Coons	10-1501-319-2	VBB Ump	\$ 50.00
Martin Conrad	10-1501-319-2	SB Ump	\$ 50.00
Mike Schneider	10-1501-319-2	SB Ump	\$
50.00			
John McCauley	10-1501-319-2	JVBB Ump	\$100.00
Dan Wiczorek	10-1501-319-2	JVBB Ump	\$100.00
Doug Rose	10-1501-319-2	JVBB Ump	\$ 50.00
John Diesbeck	10-1501-319-2	JVBB Ump	\$ 50.00
Charles Jones	10-1501-319-2	VBB Ump	\$ 50.00
Ted Pinty	10-1501-319-2	SB Ump	\$ 50.00
Randy Shaddick	10-1501-319-2	SB Ump	\$ 50.00
Joel Gerdovich	10-1501-319-2	VBB Ump	\$ 50.00
Rich Fulkerson	10-1501-319-2	VBB Ump	\$ 50.00
George Smith	10-1501-319-2	VBB Ump	\$ 50.00
Joel Gerdovich	10-1501-319-2	VBB Ump	\$ 50.00
Tri County Conf.	10-1501-640-2	Dues	\$207.00

**TOTAL EXPENDITURES \$1220.60**

**Minus voided checks \$-200.00**

**Reimbursement \$1020.60**

From: 05/01/2010  
To : 05/31/2010

## General Ledger Report

From Account: 1  
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 Office	564.28	348.75	-131.00	0.00	782.03	0.00	782.03
000102 Office Adjustment	0.03	0.00	0.00	0.00	0.03	0.00	0.03
000105 Adult Education	37.48	0.00	0.00	0.00	37.48	0.00	37.48
000110 Condolence	36.64	0.00	0.00	0.00	36.64	0.00	36.64
000120 Baseball	616.02	0.00	-2149.15	0.00	-1533.13	0.00	-1533.13
000125 Girl's Softball	1075.50	853.05	-404.20	0.00	1524.35	0.00	1524.35
000130 PC Enterprises	574.52	0.00	-434.95	0.00	139.57	0.00	139.57
000135 Golf	979.58	0.00	0.00	0.00	979.58	0.00	979.58
000140 Scholastic Bowl	213.63	0.00	0.00	0.00	213.63	0.00	213.63
000150 Interact Club	1983.52	0.00	-100.00	0.00	1883.52	0.00	1883.52
000155 Art	153.49	0.00	0.00	0.00	153.49	0.00	153.49
000200 Athletic	2349.31	0.00	-456.00	0.00	1893.31	0.00	1893.31
000210 Cable Club	2116.64	0.00	0.00	0.00	2116.64	0.00	2116.64
000220 Track	82.45	120.00	-120.00	0.00	82.45	0.00	82.45
000300 Journalism	103.57	1268.60	0.00	0.00	1372.17	0.00	1372.17
000310 Oldies Club	106.17	0.00	0.00	0.00	106.17	0.00	106.17
000320 Girl's Basketball	842.60	0.00	0.00	0.00	842.60	0.00	842.60
000325 Boy's Basketball	350.19	0.00	0.00	0.00	350.19	0.00	350.19
000330 Student Council	1848.24	431.00	-250.00	0.00	2029.24	0.00	2029.24
000340 N.H.S.	2641.93	502.50	-52.00	0.00	3092.43	0.00	3092.43
000345 Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000350 Landscaping	353.15	3.83	0.00	0.00	356.98	0.00	356.98
000360 FFA	-79.44	171.00	-91.00	0.00	0.56	0.00	0.56
000365 Greenhouse Project	300.00	0.00	0.00	0.00	300.00	0.00	300.00
000370 Cheerleading	314.26	0.00	0.00	0.00	314.26	0.00	314.26
000380 Panteras	1030.04	81.07	-559.20	0.00	551.91	0.00	551.91
000390 Media Club	1439.73	0.00	-60.00	0.00	1379.73	0.00	1379.73
000395 Computer Club	333.40	0.00	0.00	0.00	333.40	0.00	333.40
000400 Tournament Athletics	804.01	2064.80	-1530.65	0.00	1338.16	0.00	1338.16
000410 Thespians	1459.28	190.00	-597.30	0.00	1051.98	0.00	1051.98
000420 Science Club	265.70	0.00	-124.00	0.00	141.70	0.00	141.70
000430 Music (Band)	198.06	0.00	0.00	0.00	198.06	0.00	198.06
000440 Music (Chorus)	95.16	0.00	0.00	0.00	95.16	0.00	95.16
000500 Class of 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000510 Message Board	55.84	0.00	0.00	0.00	55.84	0.00	55.84
000520 Class of 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000530 Class of 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000540 Volleyball	443.78	0.00	0.00	0.00	443.78	0.00	443.78

From: 05/01/2010

General Ledger Report

From Account:

1

To : 05/31/2010

To Account:

999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000550 Class of 2009	445.18	0.00	0.00	0.00	445.18	0.00	445.18
000560 Class of 2010	1289.13	0.00	-780.67	0.00	508.46	0.00	508.46
000570 Class of 2012	777.13	0.00	0.00	0.00	777.13	0.00	777.13
000580 Class of 2011	3780.89	0.00	-157.27	0.00	3623.62	0.00	3623.62
000590 Class of 2013	254.47	0.00	0.00	0.00	254.47	0.00	254.47
<b>Group Total</b>	<b>30235.56</b>	<b>6034.60</b>	<b>-7997.39</b>	<b>0.00</b>	<b>28272.77</b>	<b>0.00</b>	<b>28272.77</b>
<b>Grand Total</b>	<b>30235.56</b>	<b>6034.60</b>	<b>-7997.39</b>	<b>0.00</b>	<b>28272.77</b>	<b>0.00</b>	<b>28272.77</b>

SUPERINTENDENT IMPREST  
May, 2010

BANK BALANCE	1760.10
REPLENISHMENT REQUEST	<u>239.90</u>
BANK BALANCE	2000.00

2709	10-2320-332-1	Starved Rock IASB-dues	75.00
2710	10-2310-640-6	PC Collector	20.90
2711	10-2320-332-1	Pagen's	45.00
2712	20-2542-320-3	Secretary of State	<u>99.00</u>

TOTAL	239.90
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Putnam County Comm. Unit School Dist. # 535  
Treasurers Report  
May 31, 2010

	<b>EDUCATION</b>	<b>O/M</b>	<b>TRANSPORT</b>	<b>IMRF</b>	<b>C/P</b>	<b>W/C</b>	<b>TORT</b>	<b>L/S</b>	<b>TOTALS</b>
<b>Cash/Invest. Begin Month</b>	<b>\$3,265,210.44</b>	<b>\$2,214,828.14</b>	<b>\$6,088.07</b>	<b>\$308,742.72</b>	<b>\$1,041,369.01</b>	<b>\$1,787,412.90</b>	<b>\$441,201.95</b>	<b>\$24,532.79</b>	<b>\$9,089,386.02</b>
<b>Receipts</b>	<b>\$496,230.17</b>	<b>\$1,904.88</b>	<b>\$200,244.52</b>	<b>\$346.81</b>	<b>\$1,015.84</b>	<b>\$1,211.03</b>	<b>\$435.11</b>	<b>\$115.57</b>	<b>\$701,503.93</b>
<b>Disbursements</b>	<b>\$789,432.86</b>	<b>\$51,700.14</b>	<b>\$65,636.31</b>	<b>\$19,788.36</b>	<b>\$42,806.32</b>	<b>\$0.00</b>	<b>\$1,167.00</b>	<b>\$0.00</b>	<b>\$970,530.99</b>
<b>Cash/Investments End Mo</b>	<b>\$2,972,007.75</b>	<b>\$2,165,032.88</b>	<b>\$140,696.28</b>	<b>\$289,301.17</b>	<b>\$999,578.53</b>	<b>\$1,788,623.93</b>	<b>\$440,470.06</b>	<b>\$24,648.36</b>	<b>\$8,820,358.96</b>
<b>CASH IN BANKS</b>									
<b>Granville National Bank</b>	<b>\$10,396.71</b>	<b>\$138,416.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$13,983.08)</b>	<b>\$0.00</b>	<b>(\$120,000.00)</b>	<b>\$14,830.15</b>
<b>First State Bank</b>	<b>\$37,072.97</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$13,255.60)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,817.37</b>
<b>North Central Bank</b>	<b>\$46,108.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,108.30</b>
<b>Total Cash in Banks</b>	<b>\$93,577.98</b>	<b>\$138,416.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$13,255.60)</b>	<b>(\$13,983.08)</b>	<b>\$0.00</b>	<b>(\$120,000.00)</b>	<b>\$84,755.82</b>
<b>MONEY MARKET ACCTS.</b>									
<b>Granville National Bank</b> Rate 0.50%	<b>\$370,514.81</b>	<b>\$10,637.51</b>	<b>\$4,999.22</b>	<b>\$0.00</b>	<b>\$20,588.84</b>	<b>\$19,959.84</b>	<b>\$8,828.25</b>	<b>\$6,103.47</b>	<b>\$441,631.94</b>
<b>First State Bank</b> Rate 1.25%	<b>\$717,246.19</b>	<b>\$41,197.50</b>	<b>\$135,478.63</b>	<b>\$26,736.11</b>	<b>\$500,423.42</b>	<b>\$120,846.76</b>	<b>\$404,954.45</b>	<b>\$11,747.55</b>	<b>\$1,958,630.61</b>
<b>North Central Bank</b> Rate 1.10%	<b>\$1,695,147.17</b>	<b>\$1,194,217.49</b>	<b>\$218.45</b>	<b>\$106,251.83</b>	<b>\$491,821.87</b>	<b>\$5,598.11</b>	<b>\$26,687.36</b>	<b>\$81,057.34</b>	<b>\$3,600,999.62</b>
<b>Illinois Funds</b> Rate 0.0%									<b>\$0.00</b>
<b>Total Money Market Acct</b>	<b>\$2,782,908.17</b>	<b>\$1,246,052.50</b>	<b>\$140,696.30</b>	<b>\$132,987.94</b>	<b>\$1,012,834.13</b>	<b>\$146,404.71</b>	<b>\$440,470.06</b>	<b>\$98,908.36</b>	<b>\$6,001,262.17</b>
<b>C/D INVESTMENTS</b>									
<b>Granville National Bank</b>									<b>\$0.00</b>
									<b>\$0.00</b>
									<b>\$0.00</b>
									<b>\$0.00</b>

Putnam County Comm. Unit School Dist. # 535  
Treasurers Report  
May 31, 2010

									\$0.00
									\$0.00
	<b>EDUCATION</b>	<b>O/M</b>	<b>TRANSPORT</b>	<b>IMRF</b>	<b>C/P</b>	<b>W/C</b>	<b>TORT</b>	<b>L/S</b>	<b>TOTALS</b>
<b>First State Bank</b>									
22806 08/20/10 1.40%		\$203,088.11				\$203,088.16			\$406,176.27
22807 07/20/10 1.40%	\$80,821.59	\$18,080.17		\$54,631.51		\$282,131.94			\$435,665.21
22856 11/19/10 1.63%		\$55,941.73		\$101,681.74				\$45,739.98	\$203,363.45
23671 11/22/10 1.31%						\$468,213.10			\$468,213.10
									\$0.00
									\$0.00
<b>North Central Bank</b>									
38648 01/27/11 1.85%						\$320,167.55			\$320,167.55
38681 09/17/10 1.46%						\$182,601.55			\$182,601.55
38780 11/17/10 1.46%						\$200,000.00			\$200,000.00
38781 11/17/10 1.58%		\$500,000.00							\$500,000.00
									\$0.00
<b>Auditor Adjustments</b>									\$0.00
<b>Tree Fund</b>		\$3,453.85							\$3,453.85
<b>Assets</b>	\$14,991.04								\$14,991.04
<b>Adjustments</b>	\$20.85		(\$0.02)	(\$0.02)				\$0.02	\$20.83
<b>Liabilities</b>	(\$311.88)								(\$311.88)
<b>TOTAL CASH &amp; INVESTMENT</b>	\$2,972,007.75	\$2,165,032.88	\$140,696.28	\$289,301.17	\$999,578.53	\$1,788,623.93	\$440,470.06	\$24,648.36	\$8,820,358.96

CERTIFIED CORRECT



05/31/10



## Putnam County Primary School

400 E. Silverspoon Ave.  
Granville, IL 61326

Phone Number 1-815-882-2800  
Fax Number 1-815-882-2801

### **Board Report for Board Meeting June 21, 2010**

From Kristal LeRette

#### **Professional Development**

- Susan Goodale met with the EPIC Council and Curriculum Committee Chairpersons on June 4<sup>th</sup>. A district curriculum map template was made, and examples of how to complete the map were worked on throughout the day. Other points of focus during Dr. Goodale's presentation were:
  - As the district maps its curriculum, the teachers should keep 5 goals in mind: teach the students how to think, teach the students how to adapt to change, teach the student how to learn/study, teach the students how to work with technology, and teach the students how to work with others.
  - Other factors to consider as mapping should be: make sure the curriculum is standards driven, not textbook driven, make sure the curriculum is student centered, not content centered, and make sure there is a logical scope and sequence.
- The curriculum mapping process is a three year process.

YEAR ONE—Create maps

YEAR TWO—Work on inter-grade and inter-subject analysis and articulation

YEAR THREE—Work on cross grade and content articulation for scope and sequence

THE WORK INVOLVED WITH YEARS ONE, TWO, AND THREE ARE THEN REVIEWED AND IMPROVED UPON ON A YEARLY BASIS.

#### **Preschool Update**

- Forty-six preschoolers are moving on to kindergarten for the 2010-2011 School Year.
- Preschool Screening for the 2010-2011 School Year was conducted on April 27<sup>th</sup> and 28<sup>th</sup>. The L.E.A.S.E. Preschool Team, as well as the Putnam County Preschool Parent Coordinator, coordinated the event. Of those students screened, 34 children met the preschool at-risk eligibility criteria. Another screening will be held in August.

#### **End of Year Information**

- Putnam Country Primary School had a 95.8% attendance rate for the 2009-2010 school year.
- Parental Involvement 92%
- The Putnam County Education Foundation provided \$2399.72 toward the fieldtrips for the Putnam County Primary School students. Their dedication and support for these trips is truly appreciated.

*Where all students will learn and succeed and all means ALL*  
*Principal—Mrs. Kristal LeRette*  
*Secretary—Mrs. Brenda Schmidt*

**Putnam County High School  
Principal Report  
June 21, 2010**

**ACT SCORES**

At the end of the school year we received the results of the ACT test. The scores are not what we would have liked but they hold true to what the Plan test estimated. We had 28/58 or 48% of the class reach the college benchmark for English. There were 22/58 or 38% reached the college benchmark in Math. We had 25/58 or 43% reach the benchmark in Reading and 10/58 or 17% reach the benchmark in Science. We had highs of 32, 31, 30 in English. In Math we had a score of 35 and 3- 29's. In Reading we a perfect 36 and also a 31. Finally in Science we had a 35. We had Composites scores of 33 and 30 by 2 students. There were 28 students who scored a 20 or higher. Usually, a 20 or higher and ranking in the top 50% of your class will get you into most state colleges. A benchmark score is the minimum score needed on an ACT subject-area test to indicate a 50% chance of obtaining a B or higher or about a 75% chance of obtaining a C or higher in the corresponding credit-bearing college courses.

I would like to recommend that the high school student handbook be adopted.

2010-11 Putnam County HS Student Handbook Changes

**Removal**

Eliminate Student Assistance Program  
Eliminate Spanish Club

**Addition**

Pg. 16            24 credits replaces 20 for grade 11  
Pg. 20            2. No unexcused absences under exemptions for finals  
Pg. 26            Activity Fee-Divers Ed \$50.00, Art 10.00

- Pg. 29 In the 1<sup>st</sup> and 2<sup>nd</sup> violation under the heading of Smoking and Drugs and Alcohol—and seek counseling provided by the high school
- Pg. 29,30 365 days from the date of the violation ( replaces one calendar year under 2<sup>nd</sup> violations)
- Pg. 37 Interact Club replaces Spanish Club
- Pg. 38 Phone number under coordinator
- Pg. 51 Tuesday instead of Wednesday under Office Detention
- Pg.58 Add RTI after Special Ed services

**From Policy Manual**

- Pg. 3,4 Student and Family privacy Rights (7:15)
- Pg. 4 Student Records (7:340)
- Pg. 5 Residence (7:60)
- Pg. 6 Student Support Services (7:250)
- Pg. 6 Release Time for Religious Instruction/Observance ( 7:80 )
- Pg. 6 Communicable and Chronic Infectious Disease ( 7:280 )
- Pg. 6,7 Community Relations-Parental Involvement ( 8:95 )
- Pg. 7 Accommodating Individuals with Disabilities (8:70 )
- Pg. 7,8 Professional Personnel-Teacher Qualifications ( 5:190 )
- Pg. 8,9 Operational Services-Waiver of Student Fees ( 4:140 )
- Pg. 9,10 Operational Services-Free and Reduced-Price Food Services (4:130)
- Pg. 10,11 Operational Services-Safety ( 4:170 )
- Pg. 12,13 Instruction-Title I Programs ( 6:170 )
- Pg. 13 Instruction-Education of Homeless Children ( 6:140 )
- Pg. 13,14 Instruction-Education of Children with Disabilities (6:120 )
- Pg. 18,19 Instruction-Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Programs ( 6:110 )
- Pg. 19,20 Instruction-Credit for Alternative Courses and Programs, and Course Substitutions ( 6:310 )
- Pg. 20,21 Community Relations-Visitors to and Conduct on School Property (8:30)
- Pg. 21,22 Students-Administering Medicines to Students (7:270)
- Pg. 22 Instruction-Curriculum Content (6:60)
- Pg. 25,26 Students-Restrictions on Publications and Written or Electronic Material (7:310)
- Pg. 35,36 Students-Equal Educational Opportunities (7:10)
- Pg. 37 Interact Club
- Pg. 39,40 Students-Preventing Bullying, Intimidation, and Harassment (7:180)
- Pg. 40,41 Students-Harassment of Students Prohibited (7:20)
- Pg. 45 Purses and Bookbags
- Pg. 46 Student Appearance (7:160)
- Pg. 50 Instruction-Field Trips and Recreational Class Trips (6:240)
- Pg. 53,54 Students-Attendance and Truancy (7:70)
- Pg. 55 Instruction-Home and Hospital Instruction (6:150)
- Pg. 58 Response To Intervention
- Pg. 58 Operational Services-Transportation (4:110)
- Pg. 59 Students-Bus Conduct

I am also sending ACT individual test results ( for your eyes only )

We have some good scores and some not so good.

# 2010 ACT SCORES

	English Test Score	Math Test Score	Reading Test Score	Science Test Score	Composite	Writing	
Regular Ed. Students	19.2	20.8	20.5	20.3	20.3	18.9	
Special Need Students	11.7	14	13.2	14.3	13.4	10	
2011	18.1	19.9	19.5	19.5	19.3	17.6	
2010	18.7	20.2	19.8	20	19.8	15.5	
2009	20	19.6	20.2	20.4	20.2	17.7	
2008	18.8	20.6	21.1	20.6	20.4	18.3	
2007	17.3	18.9	18.8	19.3	18.7		
2006	20.2	20.2	21.3	20.6	20.7		
2005	20.5	20.1	21.8	20.1	20.8		
2004	19.2	20.4	20.3	20.6	20.2		
2003	18.2	19.1	19	19	19		
College Benchmark	18	22	21	24			

# HIGH SCHOOL REPORT CHECKLIST

TY HIGH SCHOOL

GRANVILLE

CYCLE 92160

MAY 14, 2010

142-130

PAGE
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TEST SCORE (1-36), PERCENT AT OR BELOW TEST SCORE, AND ASSOCIATED SUBSCORES (1-18)																OPTIONAL			TEST DATE	TEST LOCATION	
ENGLISH				MATHEMATICS					READING				SCIENCE		COMPOSITE		ENGLISH/Writing (1-36)				
TEST SCORE	Z S	USAGE/MECH.	RHEI. SKILLS	TEST SCORE	Z S	ELEM. ALG.	ALG./GEOM.	GEOM./TRIG.	TEST SCORE	Z S	SOC./SCI.	ARTS/LIT.	TEST SCORE	Z S	SCORE	Z S	TEST SCORE	Z S			WRITING (2-12)
STUDENTS ARE HIGH SCHOOL JUNIORS																					
20	50	10	11	23	68	11	13	12	25	74	13	13	23	72	23	69	19	38	06	04/10	STATE
31	95	16	16	24	74	15	10	12	29	88	13	17	24	78	27	88	28	90	07	04/10	STATE
23	69	14	11	19	47	12	09	10	22	59	12	10	17	22	20	48	21	53	06	04/10	STATE
15	22	09	06	15	14	06	08	08	15	19	08	06	19	38	16	20	15	16	06	04/10	STATE
14	16	06	07	16	24	07	09	08	16	24	08	07	17	22	16	20	16	21	08	04/10	STATE
20	50	09	12	29	93	16	15	14	23	65	13	11	23	72	24	75	21	53	08	04/10	STATE
15	22	07	08	16	24	07	10	09	16	24	08	08	20	48	17	26	17	26	08	04/10	STATE
26	83	13	14	18	40	10	09	10	21	54	10	11	23	72	22	62	24	73	07	04/10	STATE
10	05	04	06	15	14	07	07	08	13	09	08	04	10	01	12	02	11	04	06	04/10	STATE
12	10	05	06	17	33	11	10	06	15	19	05	09	20	48	16	20	15	16	08	04/10	STATE
17	32	09	08	16	24	08	06	08	15	19	06	09	14	10	16	20	17	26	07	04/10	STATE
25	79	12	13	23	68	11	12	12	24	70	14	10	20	48	23	69	24	73	08	04/10	STATE
07	01	03	04	16	24	08	06	08	12	06	06	05	09	01	11	01	11	04	08	04/10	STATE
18	36	09	09	26	84	17	11	13	21	54	11	10	23	72	22	62	19	38	08	04/10	STATE
23	69	11	13	16	24	07	07	10	22	59	11	11	19	38	20	48	23	67	08	04/10	STATE
10	05	04	05	15	14	06	06	08	15	19	05	10	18	30	15	14	09	02	04	04/10	STATE
15	22	08	07	25	79	12	13	12	15	19	07	07	15	13	18	33	15	16	06	04/10	STATE
15	22	08	08	16	24	09	06	08	22	59	12	11	20	48	18	33	15	16	06	04/10	STATE

is mailing. Only students who authorized reporting to your high school are included.

# HIGH SCHOOL REPORT CHECKLIST

Y HIGH SCHOOL

GRANVILLE

CYCLE 92160

MAY 14, 2010

142-130

TEST SCORE (1-36), PERCENT AT OR BELOW TEST SCORE, AND ASSOCIATED SUBSCORES (1-18)														OPTIONAL			TEST DATE	TEST LOCATION					
ENGLISH				MATHEMATICS				READING				SCIENCE		COMPOSITE		ENGLISH/Writing (1-36)							
TEST SCORE	1	2	3	TEST SCORE	1	2	3	TEST SCORE	1	2	3	TEST SCORE	1	2	3	TEST SCORE	1	2	3				
	USAGE/MECH.	WRITING SKILLS		ALG.	ALG.	GEOM.	TRIG.		SCI.	ARTS/LIT.													
STUDENTS ARE HIGH SCHOOL JUNIORS																							
19	42	09	10	18	40	08	08	12	21	54	09	12	22	65	20	48	18	31	06	04/10	STATE		
21	57	11	10	18	40	09	11	09	21	54	10	11	21	56	20	48	19	38	06	04/10	STATE		
16	27	07	09	16	24	08	06	10	22	59	11	12	18	30	18	33	16	21	06	04/10	STATE		
13	12	06	06	18	40	09	09	10	14	14	06	06	13	07	15	14	14	12	06	04/10	STATE		
18	36	10	07	17	33	09	09	08	22	59	12	11	12	05	17	26	17	26	06	04/10	STATE		
14	16	07	06	19	47	11	08	10	15	19	08	06	19	38	17	26	16	21	08	04/10	STATE		
29	91	17	13	26	84	15	13	13	31	93	16	15	24	78	28	91	27	87	08	04/10	STATE		
17	32	08	09	23	68	11	13	12	16	24	09	06	25	85	20	48	17	26	07	04/10	STATE		
22	64	10	13	25	79	15	11	13	19	41	10	09	21	56	22	62	22	59	08	04/10	STATE		
21	57	11	11	25	79	14	12	13	19	41	09	09	20	48	21	55	21	53	08	04/10	STATE		
15	22	08	07	25	79	15	13	12	19	41	10	08	22	65	20	48	17	26	08	04/10	STATE		
22	64	10	12	18	40	10	09	10	25	74	11	15	20	48	21	55	21	53	07	04/10	STATE		
20	50	09	11	29	93	16	15	14	21	54	10	11	24	78	24	75	21	53	08	04/10	STATE		
17	32	05	11	16	24	08	08	06	23	65	11	13	19	38	19	40	16	21	06	04/10	STATE		
11	07	04	06	15	14	07	08	06	14	14	08	06	19	38	15	14	14	12	08	04/10	STATE		
32	96	17	16	35	99	18	18	16	29	88	15	15	35	99	33	99	30	95	09	04/10	STATE		
25	79	11	14	29	93	18	13	14	25	74	12	14	23	72	26	84	24	73	08	04/10	STATE		
14	16	04	09	16	24	08	08	08	15	19	09	06	21	56	17	26	11	04	03	04/10	STATE		

is mailing. Only students who authorized reporting to your high school are included.

# HIGH SCHOOL REPORT CHECKLIST

Y HIGH SCHOOL

GRANVILLE

CYCLE 92220

MAY 28, 2010

142-130

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TEST SCORE (1-36), PERCENT AT OR BELOW TEST SCORE, AND ASSOCIATED SUBSCORES (1-18)															OPTIONAL			TEST DATE	TEST LOCATI			
ENGLISH				MATHEMATICS					READING				SCIENCE		COMPOSITE		ENGLISH/Writing (1-36)					
TEST SCORE	Z	USAGE/MECH.	RHET. SKILLS	TEST SCORE	Z	ELEN. ALG.	ALG./GEOM.	GEOM./TRIG.	TEST SCORE	Z	SOC./SCI.	ARTS/LIT.	TEST SCORE	Z	SCORE	Z	TEST SCORE	Z	WRITING (2-12)			
STUDENTS ARE HIGH SCHOOL JUNIORS																						
10	05	02	08	14	06	06	05	07	15	19	07	08	13	07	13	05	11	04	06	05/10	STATE	
12	10	04	08	15	14	06	08	08	17	30	10	07	18	30	16	20	09	02	02	05/10	STATE	
11	07	05	06	14	06	07	05	08	13	09	08	04	13	07	13	05	08	01	02	05/10	STATE	
15	22	06	08	13	02	04	06	08	10	01	04	03	12	05	13	05	11	04	02	05/10	STATE	
14	16	06	07	12	01	05	05	05	13	09	07	05	14	10	13	05	10	03	02	05/10	STATE	
13	12	05	07	15	14	07	06	08	11	03	01	06	10	01	12	02	14	12	06	05/10	STATE	
10	05	03	06	14	06	06	05	09	15	19	09	06	18	30	14	09	08	01	02	05/10	STATE	
09	03	03	05	15	14	07	06	09	12	06	07	05	16	17	13	05	09	02	04	05/10	STATE	

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This mailing. Only students who authorized reporting to your high school are included.

# HIGH SCHOOL REPORT CHECKLIST

Y HIGH SCHOOL

GRANVILLE

CYCLE 92160

MAY 14, 2010

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TEST SCORE (1-36), PERCENT AT OR BELOW TEST SCORE, AND ASSOCIATED SUBSCORES (1-18)																OPTIONAL			TEST DATE	TEST LOCATION	
ENGLISH				MATHEMATICS					READING				SCIENCE		COMPOSITE		ENGLISH/Writing (1-36)				
TEST SCORE	X %	USAGE/ MECH.	WRIT. SKILLS	TEST SCORE	X %	ELEM. ALG.	ALG./ GEOM.	GEOM./ TRIG.	TEST SCORE	X %	SOC./ SCI.	ARTS/ LIT.	TEST SCORE	X %	SCORE	X %	TEST SCORE	X %			WRITING (2-12)
STUDENTS ARE HIGH SCHOOL JUNIORS																					
20	50	10	11	26	84	15	12	14	24	70	13	11	25	85	24	75	21	53	08	04/10	STATE
20	50	10	10	15	14	06	09	06	20	47	09	11	21	56	19	40	19	38	06	04/10	STATE
22	64	10	12	18	40	10	09	10	20	47	10	10	21	56	20	48	20	44	06	04/10	STATE
30	93	17	14	26	84	13	14	14	28	85	16	13	25	85	27	88	26	83	06	04/10	STATE
14	16	07	07	22	62	11	11	11	17	30	09	07	22	65	19	40	14	12	06	04/10	STATE
13	12	06	06	19	47	07	13	11	16	24	08	07	15	13	16	20	14	12	06	04/10	STATE
17	32	09	08	18	40	11	10	08	18	34	10	07	20	48	18	33	16	21	06	04/10	STATE
22	64	12	11	25	79	15	13	11	25	74	09	17	24	78	24	75	22	59	08	04/10	STATE
24	74	11	13	22	62	11	11	11	28	85	15	14	21	56	24	75	22	59	06	04/10	STATE
25	79	12	14	21	57	11	10	11	26	78	13	14	19	38	23	69	22	59	06	04/10	STATE
23	69	12	12	29	93	18	13	14	20	47	08	12	24	78	24	75	23	67	08	04/10	STATE
22	64	10	13	20	52	13	06	12	22	59	12	10	20	48	21	55	22	59	08	04/10	STATE
16	27	07	10	23	68	14	11	11	15	19	10	05	18	30	18	33	16	21	06	04/10	STATE
28	89	16	13	27	88	14	13	14	36	99	18	18	29	95	30	96	26	83	08	04/10	STATE

**Principal's Report**  
**Prepared by Carl Carlson**  
**Putnam County Junior High**  
**June 15, 2010**

**End of the School Year**

I wanted to take this opportunity to thank Judy and Ellen for representing the school board at our junior high graduation held on Thursday, May 27<sup>th</sup>. Of course, it had to be a very warm week and the gymnasium did get rather warm. However, a few strategically placed fans hopefully made it bearable. The graduation was well attended and the ceremony went well. One item I believe that needs to get worked on for the future is the sound system in the gymnasium. The equipment being used is dated and the microphones do not pick up the voices very well unless you speak right into them. This would be a beneficial project to take on as it would be utilized during assemblies, speakers/presenters that come in to discuss student topics, announcing at home activities, and several other activities. This is something I will look into as the next school year approaches. The end of the year reports have been submitted, the preparation for next year with planning and scheduling is underway, and most of the extracurricular activities have started hosting their summer camps. It won't take long for the summer to quickly pass by. The 2010 junior high softball and baseball seasons are only six and seven weeks away. Just the sound of that makes it seem like the next school year is right around the corner.

With that being said, the summer planning committee and I will be working hard to rearrange and reevaluate the exploratory classes offered to junior high students next year. The retirement of Lyn Smith means students will no longer be offered Spanish, the relocation of Terry Warren to the elementary building means we are not in a position to offer a computer tech course, and the retirement of Connie Kassabaum really hurts our ability to offer remedial math help. Our exploratory courses will include art, music, health, perhaps a study skills course designed for each grade level, and band and chorus has already been shifted to an exploratory elective class. This means that students that sign up for band or chorus that becomes their exploratory class for the year. This was the best way to offer the programs without conflicting with offering during the study hall time at the end of the day. The toughest part is the students that want to be in both band and chorus. This requires some creative scheduling, flexibility on the part of the staff, and of course a meeting to go over the particulars with parents. My goal is to offer as much to a student as possible. However, the core classes must come first. The priority is to make sure that students who are interested in band and have started band in fifth grade make sure that is built into their schedule. Those students in band wanting to be in chorus sign up for chorus but only attend that class a day or so a week or take lessons. I believe a student needs more time devoted to enhancing the skill sets of playing an instrument.

### Preliminary ISAT Results

We have received our preliminary ISAT results. We do not have the individual scores but we do have the subgroup or grade level results. I have tabulated and attached an excel spreadsheet outlining the “initial” results. My goal in the spreadsheet is to provide a longitudinal comparison of the students over the past four years. For example, on the spreadsheet you will see 8<sup>th</sup> grade Reading listed first. I marked the number of students that exceeded state standards, met state standards, scored below state standards, or fell to the warning level. As 8<sup>th</sup> graders in Reading, the students scored 93.1% meet or exceed state standards. The same group achieved 85.5% as 5<sup>th</sup> graders, 85.7 % as 6<sup>th</sup> graders, and 89.3% as 7<sup>th</sup> graders. This is the type of growth you want to see in students over time. The area of math has been a concern as we have noticed in the past students score very well in 5<sup>th</sup> grade and then fall significantly as 6<sup>th</sup> graders and then tend to recover a bit by the time 8<sup>th</sup> grade rolls around. The staff and I were very concerned about the 6<sup>th</sup> grade and how they would perform on the standardized tests. You will notice that in 6<sup>th</sup> grade reading they scored 5% higher than they did as 4<sup>th</sup> graders and achieved their highest mark since their testing careers began. I also want to point out that the in math the students did not have the patterned plunge in scoring. Instead, they maintained and even improved slightly from 5<sup>th</sup> grade scoring at 90%.

We also received preliminary writing results. The scoring on the writing portion of the test remains under scrutiny. Numerous administrators from several districts have voiced their concern via the principal list serve. Our school appears to be not much different from others in similar standing. For example, we scored in the mid-80% to lower-90% in other subjects. Yet, our students score 70% in 6<sup>th</sup> and 73% in 8<sup>th</sup> in writing. This same concern is and continues to be discussed amongst other school administrators. Is writing an area to improve on? Yes. I want the school board to know that our staff spends a great deal of time and energy addressing this component of the standardized testing. Last year, we even incorporated writing across the curriculum

8<sup>th</sup> Grade Writing -Exceeds = 2; Meets = 52; Below = 19; and Warning = 0  
54/73 = 73.9% Meets or Exceeds

2009 had 58.1% Meets or Exceeds  
2008 had 72.7% Meets or Exceeds

6<sup>th</sup> Grade Writing -\_Exceeds = 1; Meets = 41; Below = 17; Warning = 1  
42/60 = 70% Meets or Exceeds

2009 had 72.3% Meets or Exceeds  
2008 had 71.2% Meets or Exceeds

Again, the yearly comparison in this case does not represent the same class as longitudinal data comparison unless you compare the 6<sup>th</sup> Grade 2008 at 71.2% and the 8<sup>th</sup> Grade 2010 at 73.9%. This is the same class and some growth was evident at 2.7% improvement from 6<sup>th</sup> to 8<sup>th</sup> grade.

Overall, I am extremely pleased with our results. This is evidence that our staff and students have worked very hard. I believe these results also validate the improvements in the curriculum, teaching strategies, student cooperation, and increased communication through the team meetings. I am fortunate to have a very hard working and caring staff. As you are aware, each year the stakes get higher as the benchmark increases. This past year we needed to make sure we had at least 77.5% of the students meet or exceed the state standards. It appears as a group we met that challenge. Next year, the goal will be even higher until it is supposed to be at 100% by 2014. Our goal is to work toward that to the best of our ability. In reality, it will extremely difficult to reach 100% but we all need to have high goals ☺.

I hope everyone has an enjoyable and safe summer. I also want to thank everyone for their continued support and concern for the students in the Putnam County School District. If anyone has any questions or concerns regarding issues at the junior high please feel free to call me at school, call my cell phone at 217-917-2257, or email me at [carlsonc@putnam.k12.il.us](mailto:carlsonc@putnam.k12.il.us). Have a great summer!

**Putnam County CUSD No.535  
Putnam County Elementary School**

**Board Report  
Monday, June 21, 2010**

**Student Performance ISAT Results**

2010 ISAT Result	Meets or Exceeds		
	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade
Reading	90%	87%	82%
Math	99%	92%	99%
Writing	75%	X	72%
Science	X	91%	X

The new ISAT scores confirms my belief that Putnam County Schools continue to provide exceptional educational opportunities for PC children. The administration, faculty, and staff persist in their mission to ensure that all children learn and succeed. And, parents as well as the community support their children and their schools.

We have successes to celebrate and areas to focus improvement efforts upon. A look at the longitudinal summary data provides a clear view of both. (See next page.)

- Math is PCES's strongest curriculum area. For the past four consecutive years the percentage of students who meet or exceed standards has been above 90% at all three grades, third through fifth. Third and fourth grade students have accomplished this feat for the past six consecutive years.
  - Reading is strong as well. Recently, 86% to 92% of our students in third and fourth meet or exceed standards. Fifth graders' performance has improved enormously form just four years ago.
  - Beginning in 2006 Science performance (Only 4<sup>th</sup> graders are assessed) has been above 90%. Student performance during the four years prior ranged from a low of 68% to a high of only 81%. What a remarkable accomplishment!
  - The Writing assessment has been back for only a few years. We have four years of test scores at the fifth grade level and only two at third. Fifth grade performance rose from 40% meets or exceeds in 2007 to above 70% for the past two years. Third grade writing performance is slightly stronger.
1. Math – Provide additional small group instruction for struggling students and more challenging opportunities for the talented students.
  2. Reading – Identify the origin for the recent flat reading scores in fifth grade. Create a team strategy to reverse this trend.
  3. Science – Provide more direct instructional time for science in grade kindergarten through grade four.
  4. Writing – Research to determine more effect instructional strategies and approaches and implement building wide. Include PCPS in the improvement process.

## 2010 ISAT Longitudinal Comparison

	<u>Exceed</u>	<u>Meet</u>	<u>Below</u>	<u>Warn</u>	<u>YR</u>	<u>M/E</u>
<b>8th Reading</b>	5	63	5	0	2010	93.1% as 8th
	16	51	8	0	2009	89.3% as 7th
	22	44	6	1	2008	85.7% as 6th
	21	38	10	0	2007	85.5% as 5th
<b>8th Math</b>	10	49	14	0	2010	80.8% as 8th
	14	45	15	1	2009	78.6% as 7th
	9	52	12	0	2008	79.2% as 6th
	13	52	4	0	2007	94.2% as 5th
<b>7th Reading</b>	9	47	9	0	2010	86.1% as 7th
	24	33	7	0	2009	86.3% as 6th
	22	37	4	0	2008	90.7% as 5th
	24	31	8	0	2007	87.3% as 4th
<b>7th Math</b>	16	38	10	1	2010	83.1% as 7th
	13	43	9	0	2009	84.8% as 6th
	9	50	3	0	2008	90.7% as 5th
	33	28	2	0	2007	96.8% as 4th
<b>7th Science</b>	29	30	5	1	2010	90.70%
	30	42	2	1	2009	96%
	27	41	4	1	2008	93.20%
	30	39	5	3	2007	89.60%
<b>6th Reading</b>	14	38	8	0	2010	86.7% as 6th
	12	29	16	0	2009	70.6% as 5th
	10	39	11	0	2008	81.7% as 4th
	16	32	12	1	2007	77.4% as 3rd
<b>6th Math</b>	13	41	5	1	2010	90% as 6th
	6	46	5	0	2009	89.6% as 5th
	19	32	8	0	2008	85% as 4th
	29	29	3	0	2007	93.5% as 3rd

## **2010 ISAT Longitudinal Comparison**

**E = Exceeds Standards**

**M = Meets Standards**

**B = Below Standards**

**W = Academic Warning**

**M/E = Meets or Exceeds**

## ISAT Performance History 1999 - 2010

### Meets or Exceeds

<b>3rd Grade</b>	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
<b>Reading</b>	74%	77%	85%	72%	74%	65%	83%	80%	79%	86%	91%	90%
<b>Math</b>	83%	79%	88%	88%	91%	89%	94%	100%	95%	97%	94%	99%
<b>Writing</b>											78%	75%

<b>4th Grade</b>	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
<b>Reading</b>								85%	87%	82%	92%	87%
<b>Math</b>								91%	97%	86%	97%	92%
<b>Science</b>				75%	68%	77%	81%	97%	97%	96%	92%	91%

<b>5th Grade</b>	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
<b>Reading</b>	72%	60%	59%	71%	54%	63%	69%	68%	86%	94%	72%	82%
<b>Math</b>	63%	66%	67%	78%	65%	78%	86%	84%	94%	95%	91%	99%
<b>Writing</b>									40%	69%	77%	72%

## EVALUATIONS OF CERTIFIED STAFF

### Elementary School

Mary Lucas  
Kristin Wroblewski  
Rebecca Johnson  
Carol Eckwall  
Amy Schultz  
Marie Taylor  
Linda Walter  
Becky Boudreau  
Josie Hall  
Deborah Ward  
Roberta Henson

### High School

John Keener  
Charles McConnell  
Jane Lenkaitis  
Debra Shevokas  
Ed Swingel  
Daryl Wragge  
Natalie Hulstrom  
Jimmy Carboni  
Keli Davis  
Annette Davis  
Jodie Schwarz Goetz  
Judy Gedraitis  
Jeff Herkelman  
Vanessa Corrigan  
Andrea Winter  
William Mezger

### Junior High

James Barnett JH PE  
Cindy Colmone JH Special Ed  
Amy Darrah 6<sup>th</sup> Language Arts  
Jennifer Dudek 7/8 Science  
Jennifer Ibarra 7<sup>th</sup> Language Arts  
Stacie Jermenc JH Special Ed  
David Lombardo JH Band/Chorus  
Jessica McKenzie 7/8 Math  
William Mezger JH Special Ed  
Lori Miller 6/7 Math  
Lynette Olson JH PE  
Mike Olson 7/8 Social Studies

John Slingsby 6/7 Science  
Chris Walker 6/7 Social Studies  
Terry Warren Computer Tech

### Primary School

MONICA MCGILL  
LESLEE BEAMS-STACKER  
SANDY EDENS  
DIANNE ALLEMAN  
MARY GILBERT  
NANCY BERGER  
BETSY KUEHN  
KATIE SOBKOWIAK  
JAN PUETZ  
DIANE HOLMBECK  
SUE EVANS  
RONDA VACCA  
ANITA LADAGE  
ANNE DOWNEY  
BARB RINGENBERG  
TAMMY WACA  
CAROL ECKWALL  
MARIE TAYLOR

**EXHIBIT "A"**

**TRANSPORTATION AGREEMENT BETWEEN  
PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535  
AND  
ILLINOIS CENTRAL SCHOOL BUS, LLC**

The Agreement made on the 1<sup>st</sup> day of July, 2010 between Putnam County Community Unit School District #535, Putnam County, Illinois, hereinafter referred to as "School" and "District", and Illinois Central School Bus, LLC., hereinafter referred to as "Contractor".

WITNESSETH: That WHEREAS, Putnam County Community Unit School District #535 is a public school, engaged in education from kindergarten through twelfth grades, and Contractor is engaged in the business of providing contracted school transportation for school children enrolled in the Putnam County Community Unit School District and designated by the School to be eligible for transportation to and from school on routes approved by the School.

NOW, THEREFORE, for and in consideration of the mutual conditions, terms, and covenants hereinafter set forth, it is hereby agreed by and between the parties hereto as follows:

**GENERAL TERMS AND CONDITIONS**

1. **SCOPE:**

The Contractor shall, during the period of this Agreement as hereinafter set forth, provide and maintain required number of school buses to transport conveniently and safely any and all students, designated by the School to be served under the provisions of the Agreement. Such transportation shall be provided for each and every day that school is convened, and in accordance with the bus routes and schedules as submitted to and provided by the School.

2. **DURATION OF CONTRACT:**

This contract is to cover a period of three (3) years beginning on July 1<sup>st</sup>, 2010 and ending June 30<sup>th</sup>, 2013. By mutual agreement, the contract may be extended for two (2) one year periods for the school years.

3. **PERSONNEL**

For the purpose of this Contract and the interpretation thereof it is agreed that the transportation of school children is an unusual and specialized function. It is the essence of this contract that the students are to be transported to and from classes or events regularly, promptly, safely, and without interruption or incident and that the interests of the children in such transportation shall take precedence over the interests of either the Contractor and its drivers or the School. It shall be the primary obligation of the Contractor to operate its affairs so that the School will be assured of this continuous and reliable service. It is recognized for the protection of the children, drivers as all other persons coming in contact with the children must be of stable personality and of highest moral character. The School places upon the Contractor and the Contractor agrees to accept full responsibility of assuring such qualities in personnel. The Contractor agrees that it will not allow any person to drive a school bus whose moral character is not of the highest level, or whose conduct might in anyway expose any child to an impropriety of word or conduct whatsoever, nor shall Contractor allow any person to drive a school bus who is not at the time in a condition of mental, physical, and emotional stability. The responsibility for hiring and discharging personnel in respect to all of the foregoing shall rest entirely upon the Contractor. Contractor will hire a local Manager to oversee the School transportation services.

4. **DRIVERS:**

Contractor agrees that the same driver will be assigned to each route from day to day in order to establish continuity of the relationships with the students. Substitute drivers may be assigned only in the event the regular driver is absent due to illness or pressing emergency. Upon receipt of the written request of the Superintendent, or Principal, the Contractor shall reassign from service with the School any driver used in performing this Agreement who at the sole discretion of the Board is deemed unfit or unsuitable for the performance of services for the School. Contractor shall permit school buses to be operated only by trained and competent drivers who hold valid school bus drivers licenses issued by the State of Illinois. Said drivers will report all cases of student misbehavior on buses to the School and will handle all disciplinary matters in strict accordance with School Policy. In no case will a driver eject a student from the bus for misbehavior, unless there is an extreme emergency endangering the safety of other students. The latter will be exercised only after notification of the proper authorities.

Contractor agrees to offer employment for a minimum of one (1) year (the 2010-2011 school year) to the bus drivers who have provided bus services to the School during the 2009-2010 school year, with wages and benefits as set forth below. Such drivers shall be permitted to continue driving bus routes for the School during such employment. This requirement is subject to required criminal background checks and state mandated physicals.

Contractor agrees to offer bus drivers servicing the School under this agreement as benefits a 401K plan, a health insurance plan, and a \$10,000.00 term life insurance plan. Contractor agrees to pay such drivers no less than \$10.50/hr, during the term of this Agreement and a minimum of \$7350.00 annually for the first year of this Agreement.

5. **SAFETY PROGRAM:**

The Contractor shall administer a satisfactory safety program in conformance with the State laws and regulations. The program shall include, but not be limited to, regularly scheduled safety meeting for Contractor's personnel. A driver supervisor shall evaluate every driver at least once each semester for the purpose of observing their practices with respect to safety, mechanical operation and compliance with applicable laws, rules, and regulations, including adherence to published time schedules. The Contractor shall maintain a written record of all safety meetings and check rides by the driver supervisor and upon request will make said records available to the School for their review. (Note: The Contractor agrees to instruct bus riders how to exit the school bus in case of an emergency situation.)

6. **LAW AND REGULATIONS:**

During the entire term of this Agreement, the Contractor shall comply in every aspect with all laws, rules, and regulations of the State of Illinois affecting or regulating the transportation of school children, including, but not limited to the Motor Vehicle Code and the rules and regulations promulgated by the Illinois Office of Education. Contractor will comply with the Illinois Fair Employment Act.

7. **ROUTES AND SCHEDULES:**

Contractor will deliver all passengers to such points on the School grounds as the School may, from time to time, designate and shall remove all students from the grounds for return to their homes in accordance with the transportation schedules and routes set up by the Contractor, such schedules and routes shall take into consideration traffic volume, hazards and weather conditions. Contractor shall not permit more passengers to occupy buses than there are seats available and while the vehicle is in motion shall not permit any

passengers to stand up in such vehicles, not to permit the overcrowding of such vehicle in any matter whatsoever. It is in the best interest of both parties of this contract that all units operate as efficiently as possible. The School will work jointly with the Contractor in developing the routing in an attempt to keep a minimum the number of units required, miles traveled, etc. but not with any sacrifice in the safety or quality of services. Contractor shall be primarily responsible for the planning of all routes. Contractor shall furnish the School a complete list of routes at least five (5) days prior to the School's designated first day of school. Contractor shall work closely with the School Business Manager (or representative) in planning the routes and otherwise performing this Agreement. School reserves the right to approve and the right to modify the routes and schedules to be followed and to make changes therein from time to time. In the event of questionable road conditions, the School's Principal/Superintendent is authorized to determine whether buses will run.

8. **INSURANCE AND INDEMNITY:**

- A. Contractor shall carry, pay for, and keep in force, in companies licensed to do business in Illinois, Comprehensive General Liability and Comprehensive Automobile Liability in minimum amounts of insurance as follows:
- \$10,000,000.00 bodily injury and death and/or property damage combined single limit for each occurrence.
  - The Contractor shall carry Workers' Compensation Insurance in the minimum as specified by law, and waive subrogation against the District.
- B. The policies will show as primary, non contributory additional named insured: "The Board of Education, School District, individual members thereof and all officers, agents and employees of the District."
- C. The Contractor shall present and maintain current certificates of insurance throughout the term of this Contract to the District giving evidence of insurance coverage through companies licensed to do business in Illinois with an A. M. Best Rating of A- or better, and otherwise satisfactory to the District.
- D. Each insurance company shall agree not to terminate their coverage without thirty (30) days written notice to both School and Contractor, and to include this clause in the insurance policy and in the certificate of insurance.
- E. The Contractor shall indemnify the District against any and all losses resulting from or arising out of any strike or lockout by and between the Contractor and its employees.

9. **EQUIPMENT:**

The Contractor shall keep all equipment used in transportation of students in strict accordance with the State of Illinois minimum standards for school buses, and such equipment shall be maintained in good mechanical order at all times sufficient to pass the State School Bus Inspections. The interiors and exteriors of all buses shall be maintained in a clean and sanitary condition so as to present good appearance at all reasonable times. The buses shall be open to inspection by the School at all times.

All buses shall be equipped with two-way radios and digital video cameras. All bus drivers shall have access to GPS navigation system devices within 24 hours of notice from the District that such a device is requested with regard to a particular route. Radios must have a capacity sufficient to maintain contact with the bus terminal at all route points. The successful bidder shall require that each school bus driver (i) test

the two-way radio and video camera to ensure that it is functioning properly before any bus is operated; and (ii) before leaving the bus at the end of each route, work shift, or work day, to walk to the rear of the bus and check the bus for children or other passengers in the bus.

10. **FORCE MAJEURE:**

If by reason any acts of God, fire, strikes, present or future laws, ordinances, government orders, the Contract shall be prevented from carrying out the terms and conditions of this contract, then at the election of the School, this Agreement shall not terminate, and the School shall have the right to utilize the contracted equipment, including spares and school personnel in the continued transportation of students to and from school, or hire the same done; in which case the operating expenses incurred by the School shall be deducted from the payments owed to the Contractor. The Principal of the District/School shall have authority to determine if school will be in session in case of unusual situations.

11. **CONTRACTOR NOT AN AGENT:**

In the interpretation of this contract the relations between the Contractor and the School, the same shall be construed as being an independent agreement with the Contractor for furnishing of transportation only, and Contractor shall not be held or deemed in any way to be an agent, employee, or official of the School.

12. **OPERATING EXPENSE:**

The Contractor shall provide properly licensed drivers and all expense pertaining to operating the buses, such as State license, oil, lubrication, fuel, tires, antifreeze, all repairs and maintenance and bus washing.

13. **STUDENT MANAGEMENT:**

Rules and regulations regarding bus passenger discipline shall be given to each student and to the Contractor by the School. When a passenger causes an undesirable situation on any bus, the driver shall report passengers name and/or description of the situation to his supervisor, who shall, no later that the following day, turn in a report to the School. It is understood that decisions on student disciplinary problems, suspensions, or expulsions will rest with the Districts Principal, Superintendent, and/or School Board. The bus driver is responsible for discipline required to operate the bus; beyond this point, the matter is to be referred to the appropriate building principal for disciplinary action. Any vandalism damages to the Contractor's equipment or facilities will be the responsibility to the Contractor; however the School will assist the Contractor in receiving restitution for the damaged equipment.

14. **PAYMENT OF REGULAR TRANSPORTATION:**

Contractor will submit a monthly bill for regular transportation. The School will process and issue payment on a monthly basis. Contractor shall also submit such other reports as may from time to time be requested by the School. Such reports shall be on such forms as may be furnished or prescribed by the School. Records sufficient to confirm the accuracy of all such reports shall be kept by Contractor and made available for inspection by School at all reasonable times for one year after the submission of each report. Contractor shall provide separate invoices for all additional transportation which is not a part of the regular routing.

15. **ASSIGNMENT OF CONTRACT:**

No contract shall be assigned or any part of the same subcontracted without the written consent of the Board but in no case shall such consent relieve the Contractor from its obligation or change the terms of the contract.

15. **SCHEDULE OF RATES:**

See attached Schedule of Rates – (ATTACHED)

16. **FUEL:**

The Contractor shall provide fuel for the operation of the buses under this Contract. The Contractor initial base fuel rate is \$2.75. The cost of fuel includes all applicable taxes, fees, and delivery charges. If the average cost of fuel purchased by the Contractor increases by ten (10) cents or more per gallon, from the established base rate, the Contractor shall be entitled to a one (1) cent per mile increase for each ten (10) cent incremental rise in fuel costs. Likewise, if the average cost of fuel purchased by the Contractor decreases by ten (10) cents or more per gallon from the established base rate, the District shall be entitled to a one (1) cent per mile credit for each ten (10) cent incremental decrease in fuel costs. The fuel cost adjustment will be applied to the average daily mileage as established by the route configuration. The fuel cost for purposes of this adjustment shall be averaged and adjusted starting in December, 2010, and semi-annually thereafter (June and December) after comparison to the original base cost. The Contractor shall provide documentation, upon request, validating the gallons used by providing the invoices and mileage records for each bus.

17. **BID SPECIFICATIONS:**

The General Conditions, Special Conditions and Agreement Specifications set forth within the Bid Specifications for Transportation of Students (hereinafter the "Bid Specifications"), attached hereto and made a part hereof, shall be considered an integral part of this Agreement.

IN WITNESS WHEREOF, the parties have set their hand and seal has caused this document to be executed by their proper officers effective the date and year first written above.

ATTEST:

Putnam County Community Unit School  
District #535

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

Illinois Central School Bus, LLC

\_\_\_\_\_

\_\_\_\_\_

RESOLUTION OF  
PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535 APPROVING  
AWARD OF CONTRACT TO ILLINOIS CENTRAL SCHOOL BUS, LLC

WHEREAS, the District desires to enter into a contract for the provision of transportation services; and

WHEREAS, the District has engaged in a competitive bid process, and has received and evaluated bids submitted in response to the Bid Specifications promulgated by the District.

NOW THEREFORE BE IT RESOLVED by the Board of Education of Putnam County Community Unit School District #535, Putnam County, Illinois, as follows:

Section 1: The Board has determined that Illinois Central School Bus, LLC (hereinafter referred to as "Contractor") has substantially complied with the conditions set forth in the Bid Specifications and has submitted the lowest responsible bid with regard to the provision of transportation services in accordance with the terms and conditions of "Exhibit A", attached hereto and made a part hereof.

Section 2: The President of the Board of Education is hereby directed to enter into the written contract with the Contractor for transportation services, substantially in the form of "Exhibit A". Such contract shall contain those requirements specified in the Bid Specifications and all other terms necessary to govern the District's school busing needs.

Section 3: This Resolution shall be in full force and effect forthwith upon its adoption.

Adopted this 21st day of June, 2010.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Board of Education,  
Putnam County Community Unit School District #535  
Putnam County, Illinois

BY: \_\_\_\_\_  
President, Board of Education

BY: \_\_\_\_\_  
Secretary, Board of Education

**Transportation Contract Recommendation (BoardBook, private)**

As superintendent, I recommend the approval of the transportation contract with Illinois Central Bus Company, as we have already declared them the lowest responsible bidder.

Rationale: After a thorough review with Jim Peters, the attorney handling the transportation contract process, we could not find anything regarding Illinois Central that would render them “not responsible.” As you know, we are legally bound to award the contract to the lowest responsible bidder, and Illinois Central meets those criteria, even after the thorough review.

District Goal: Maintain strong fiscal responsibility in the Putnam County CUSD #535.



# HEALY, BENDER & ASSOCIATES, INC.

A R C H I T E C T S

P L A N N E R S



4040 HELENE AVENUE, NAPERVILLE, IL 60564

TEL 630.904.4300 FAX 630.904.1515  
www.healybender.com

*PRINCIPALS*  
DAVID A. HEALY  
CLIFFORD A. BENDER  
DAVID G. PATTON

*SENIOR ASSOCIATES*  
SCOTT R. ANDERLE  
JACOB A. BEEN  
SCOTT A. RIHEL

June 16, 2010

VIA E-MAIL

Mr. Jay McCracken, Superintendent  
Putnam County CUSD 535  
400 East Silverspoon Avenue  
Granville, Illinois 61326

Re: 2009 Roof Work  
Putnam County High School-Granville, Illinois  
Hennepin Elementary School-Hennepin, Illinois  
Putnam County CUSD 535  
Project Nos. 3-209-32 & 3-2509-62

Dear Jay:

Following our meeting with you, we wanted to offer our thoughts relating to our recent invoice for the above referenced project.

Our Agreement with the District includes many components including our compensation for various types of projects. With most projects, our compensation is based upon a percentage of construction costs. Different percentage rates are applied to different types of projects based upon the complexity of the services that are to be provided including new buildings, additions to existing buildings and renovations/remodeling of existing buildings.

The percentage of construction cost fee utilized on new buildings is the lowest of the three types because these projects lack the difficulties of dealing with an existing building as part of the work. The percentage of construction cost fee utilized on additions to existing buildings is slightly higher than new buildings because of the difficulties of dealing with an existing building associated with a building addition. The percentage of construction cost fee utilized on renovations to existing buildings is higher yet because of the difficulties of dealing with existing buildings throughout the project.

During the duration of a project, we establish an estimated cost of the proposed work. Early in the development of a project, we utilize square foot costs based upon cost information from previous similar work. As a project progresses in development and more specific information becomes available, estimated costs are updated and refined accordingly. Ultimately the project Construction Documents including drawings and specifications are assembled with great specificity describing the final requirements of the project. Even with the most straight forward project documents, actual bid results will vary any given project. As an example, the new Putnam County Primary School project had bids that ranged from a low of \$5,657,500 to a high of \$6,175,051 or almost 10% higher. Therefore it is reasonable to expect the actual bid results to vary somewhat from the estimated costs prepared by the Architect during the development of a project.

It is inevitable that when utilizing a fee structure based upon a percentage of construction costs, there will be some projects where the actual construction cost of a project will be lower than the estimated cost (in which the District will pay fees lower than what was estimated) and there will be some projects where the actual construction cost of a project will be higher than the estimated cost (in which the District will pay fees higher than what was estimated). As your Architect, we strive to have the actual construction cost of a project hit the estimated cost of the project.

The High School roof work project had an estimated cost of \$600,000 in October, 2009. The actual cost of the High School roof project was \$662,104 or \$62,104 higher than estimated cost of the project. The Hennepin roof work project was estimated to be \$107,500 in October 2009. The actual cost of the work for the Hennepin roof work project was \$164,689 or \$57,189 higher than estimated cost of the project.

The cost of Hennepin roof work project increased late in the development of the construction documents based upon recommendations received from the roofing system manufacturer. Following a series of roof core samples at the Hennepin gym roof, the roofing system manufacturer recommended the use of specialty roofing products including low-rise foam adhesive and self-adhering roof membranes so to reduce the possibility of damage to the existing asbestos-containing roof deck. In addition, the roofing system manufacturer recommended leaving in place an existing layer of roof felts which were installed on the asbestos-containing roof deck to further “protect” the existing roof deck from damage. This cautious removal process coupled with the use of specialty roofing products resulted in the higher costs than were originally estimated.

Although the roofing project resulted in actual costs which were higher than early estimated costs, there have been other projects where the actual cost of the project was lower than the estimated cost. The new Putnam County Primary School project was estimated to be \$5,941,000 in December 2007. The actual final cost of the work was \$5,765,133 or **\$175,867 lower** than estimated cost of the project. The 2008 Renovation Work project was estimated to be \$325,000 in October 2007. The actual final cost of the work was \$218,800 or **\$106,200 lower** than estimated cost of the project. The 2007 Roof-Top Replacement project was estimated to be \$400,000 in October 2006. The actual final cost of the work was \$388,110 or **\$11,890 lower** than estimated cost of the project.

It is the empirical average of all projects when considered together that makes the percentage of construction cost fee appropriate.

We too were not happy with the results of the recent roofing project bids as we strive to have the actual cost of a project come in at the estimated cost. However, please know that there were considerable architectural and engineering services expelled to develop the Hennepin roof work portion of the project as well as the High School kitchen mechanical alternate bid work portion of this project.

We ask that the District reconsider its position and pay the balance of our invoice for these two portions of the work totaling \$15,975.12. We have enjoyed our relationship with the District and want to continue to serve the District for many years to come. If the Board of Education would prefer, we can also attend an upcoming meeting and explain our position in person.

As always, should you have any questions regarding this matter, please call.

Very truly yours,

HEALY, BENDER & ASSOCIATES, INC.

*David G. Patton*

David G. Patton, AIA, LEED AP

H:\PROJS09\09032\2 CORRESPONDENCE\09032 PUTNAM535 2010-06-16 SUMMARY OF FEES.DOC

## **Recommendation Regarding Healy/Bender Summary**

As superintendent, I recommend no action until July on the Healy/Bender billing and the Sohol billing.

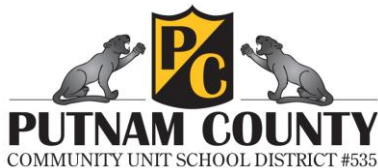
### **Rationale:**

I met with Dave Patton and Cliff Bender regarding the Healy/Bender architectural service billing that we discussed in last month's meeting. (\$15,975.12 for the Hennepin roof project) As you know, I shared that we did not feel that this amount is appropriate, as they had underestimated the cost of the roofing project. They have responded with the written summary that I have attached.

I suggest that our Buildings and Grounds Committee meet with Doug Smith to discuss the final Sohol billing and the Healy/Bender billing. At this point, Doug and I believe we should wait until July to make certain all items are sufficiently completed.

### **District Goal:**

Maintain strong fiscal responsibility in the Putnam County CUSD #535.



## *Putnam County School District #535*

High School  
402 E. Silverspoon Granville 61326

Junior High School  
13183 N. 350<sup>th</sup> Ave. McNabb 61335

Elementary School  
326 S. 5<sup>th</sup> St. Hennepin 61327

Primary School  
400 E. Silverspoon Granville, 61326

District Phone Number 1-882-2800 (Option 5 District Office—Option 4 High School—Option 3 Junior High—Option 2 Elementary—Option 1 Primary)

On Tuesday, June 8, 2010, a team consisting of Mary Kozikowski (Licensed Speech Pathologist), Barbara Harte (L.E.A.S. E. Coordinator for Speech/Language Services), Mrs. LeRette, Mr. Randolph, and Mr. McCann met to review Speech/Language IEPs for 2010-2011 school year.

The purpose of the meeting was to determine if there were persons in the district qualified to assist with fulfilling the legal obligations of the Speech/Language IEPs, other than the Speech/Language Pathologist.

The meeting consisted of reviewing and discussing the current IEP students' files. The following information was concluded:

- The 2009-2010 Speech/Language Pathologist and Speech/Language Paraprofessional were very diligent and conscientious when making the IEPs. All students needing to be in the program had extensive testing and progress monitoring. According to the Speech/Language Pathologist and Speech/Language Paraprofessional, the students needing services needed to be in the program under the direct supervision of a certified Speech/Language Pathologist. The goals listed on their IEPs were 90% or greater articulation goals, which can only be met by a Speech/Language Pathologist, which is State statute.
- There are 67 current Speech/Language IEPs with 2 students needing to be tested at the beginning of the 2010-2011 school year. These students were referred by their teachers at the end of the 2009-2010 school year. There are also 7 preschool students who require Speech/Language services, as identified through the preschool screening process. That totals 76 students needing services at the beginning of the 2010-2011 school year. This does not include the August preschool screening numbers, and students who could transfer into the district.
- There were 8-10 students who showed great growth during the 2009-2010 school year, and could possibly meet their exit goals during the 2010-2011 school year, but no one was confident that those goals would be met before the end of the school year. As all of these files were being reviewed, it was noted that the 2009-2010 Speech/Language Pathologist and Paraprofessional concurred with the team's findings.
- All team members were concerned that of the 67 current IEPs, 12 were so severe that they required one on one meeting times that were anywhere from 45 minutes to 90 minutes per week, requiring close to 40% of the Speech/Language Pathologist's time.
- The team agreed that Putnam County School District #535 does an excellent job identifying and meeting the needs of students right away, and exiting them as soon as their goals are met. It was also agreed that the teachers try to meet the needs of the students in the classroom as much as possible before referring them for Speech/Language Services. This is part of the District's Early Identification/Early Intervention Plan.

The final conclusions from the June 8<sup>th</sup> team meeting are:

- Even if the 8-10 students meet their goals during the 2010-2011 school year, one Speech Pathologist cannot meet the legal requirements of the 76 Speech Language IEPs.
- The severity of the students, and the travel time needed to provide the services for the students, require more time than one person has in a week, even if the caseload of the one Speech/Language Pathologists was 60 students.
- An additional three day a week licensed Speech/Language Pathologist, or a full-time Speech/Language Paraprofessional is needed to meet the needs and requirements of the students' IEPs.

*Where all students will learn and succeed and all means ALL*

**Recommendation as follow-up to Speech/Language Meeting    BoardBook (Private)**

As superintendent, I recommend no action until July regarding the conclusions from the June 8 team meeting.

**Rationale:** This will provide us more time to review the recommendations that came from this meeting, and we should have the most accurate information regarding needs.

**District Goal:**

Improve communication among all stakeholders in the Putnam County School District and communities.

## 2010-2011 OFFICIAL SCHOOL CALENDAR

Mon., Aug. 16.....	*Teacher Institute
Tues. Aug. 17.....	Classes Begin (1/2 day for students)
Wed. Aug. 18 – Fri. Aug. 20.....	2:05 Dismissal
Fri. Sept. 3.....	School Improvement Day -1/2 day-dismiss at 11:25
Mon. Sept. 6.....	*Labor Day
Fri. Oct. 8.....	*Teacher Institute
Mon. Oct. 11.....	*Columbus Day
Fri. Oct. 22.....	*Parent/Teacher Conf.
Fri. Nov. 12.....	*Veteran’s Day
Wed. thru Fri., Nov. 24 thru 26.....	*Thanksgiving
Wed. thru Fri., Dec. 22 thru Dec. 31.....	*Winter Break
Mon. Jan. 3.....	Classes Resume
Mon. Jan. 17.....	*Martin Luther King’s Birthday
Mon. Feb. 21.....	*President’s Day
Mon. Mar. 7.....	*Casimir Pulaski Day
Fri. Mar. 25.....	*Teacher Institute
Mon. thru Fri. Apr. 18 thru 22.....	*Spring Break
Mon. Apr. 25.....	Classes Resume
Mon. May 23.....	*Teacher Institute (tentative)
Tues. May 24.....	Report Card Day (tentative)

**\*Classes Not In Session**

## PARENT CONFERENCES

\*October 21 & 22, 2010

Thursday, Oct. 21 ..... 4:00 – 8:00 p.m.

Friday, Oct. 22 ..... 8:00 a.m. – 12:00 p.m.

\*\*February 17 & 18, 2011

Thursday, Feb. 11 ..... 4:00 – 8:00 p.m.

Friday, Feb. 12 ..... 8:00 a.m. – 12:00 p.m.

*\*Goal to Conference with ALL Parents*

*\*\*Goal to Conference with all Parents of "AT RISK" Students*

## NINE WEEK GRADING PERIODS

Tuesday, August 17 through Friday, October 15 ..... 1<sup>st</sup> Quarter

Monday, October 18 through Monday, December 20 ..... 2<sup>nd</sup> Quarter

Monday, January 3 through Friday, March 11 ..... 3<sup>rd</sup> Quarter

Monday, March 14 through Monday, May 23 ..... 4<sup>th</sup> Quarter

## REPORT CARD DISTRIBUTION DATES

First Quarter ..... Thursday, Oct. 21

Second Quarter ..... Friday, Jan. 7

Third Quarter ..... Friday, Mar. 18

Fourth Quarter ..... Tues., May 24 (tentative)

## MIDTERM DATES

First Quarter ..... Fri., Sept. 10, 2010

Second Quarter ..... Fri., Nov. 12, 2010

Third Quarter ..... Fri., Feb. 4, 2011

Fourth Quarter ..... Fri., Apr. 15, 2011

## DEFICIENCY SLIP DISTRIBUTION DATES

First Quarter ..... Thurs., Sept. 16, 2010

Second Quarter ..... Thurs., Nov. 18, 2010

Third Quarter ..... Thurs., Feb. 10, 2011

Fourth Quarter ..... Thurs., Apr. 21, 2011

## **ACCIDENT INSURANCE CLAIMS**

Students must report all accidents to the supervising teacher immediately. If a student is covered by student accident insurance, it is the responsibility of the student or parents to request an insurance claim form directly from the carrier. Claim forms must be filed with the insurance company within 30 days from the date of the accident.

## **ANNOUNCEMENTS**

Calendar events are posted on the sign in front of the building. General announcements will be made over the intercom at 8:05 a.m. daily and posted outside the main office.

## **COMMUNICATION WITH STUDENTS**

Communicating with students from off campus should only be done in emergencies. No students will be allowed out of class to make or receive phone calls except in emergency situations. Non-emergency messages will be delivered during lunch periods and at the end of the day.

## **STUDENT AND FAMILY PRIVACY RIGHTS**

### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

### Survey Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

#### Instructional Material

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

## **STUDENT RECORDS**

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent/guardians of it, as well as their rights regarding student school records.

#### **Military Recruiters' Access to Directory Information**

As per the provisions delineated in the *No Child Left Behind Act*, the Putnam County High School Principal (or designee) will, upon the written request of a military recruiter, provide access to the Directory Information referred to in the above paragraph, unless written notice to the contrary is submitted to the Records Custodian or other official in writing, before October of the current year.

## RESIDENCE

### Resident Students

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

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney 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 60 days 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.

### Requests for Non-Resident Student Admission

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

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

### Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident 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.

#### Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (*Pediculus Humanus Capitis*).
2. Educational and psychological testing services and the services of a 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 social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.

The Superintendent or designee shall develop protocols for the responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

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.

#### Release Time Religious Instruction/Observance

A student shall 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). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

#### Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

## **COMMUNITY RELATIONS**

#### Parental Involvement

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall develop administrative procedures to:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the School Board on the implementation of this policy.

### Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

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.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

## **Professional Personnel**

### Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:
  - a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.
  - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education and, annually by July 1, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
  - c. Notify the Superintendent of any change in the teacher's transcript.

2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be *highly qualified* for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and *highly qualified* for their assignments;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not *highly qualified*.

## Operational Services

### Waiver of Student Fees

The Superintendent will recommend to the School Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

### Eligibility Criteria

A student shall be eligible for a fee waiver when:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. 1758; 7 C.F.R. Part 245 et seq. ; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Superintendent or designee will give additional consideration where there are extenuating circumstances.

### Verification

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to the National School Lunch Act as the basis for waiver of the student's fee(s).

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to the National School Lunch Act.

#### Determination and Appeal

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding.

### **Free and Reduced-Price Food Services**

#### Notice

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

#### Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

#### Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

#### Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

#### Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The

District may also use these procedures to challenge a child's continued eligibility for free or reduced-priced meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

## **Safety**

### Safety Program

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention, bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. During each academic year, each school building that houses school children must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.

When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill, the Superintendent or appropriate designee must conduct a law enforcement drill during the academic year. The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

### Convicted Child Sex Offender and Notification Laws

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child

- such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In call cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

## **FIRE DRILL**

As soon as the signal is given for the a fire drill, students are to leave the classroom or study hall and walk out of the building as prescribed in The Building Evacuation Plan. \*Students are to remove themselves a minimum of fifty feet from the building. The signal to return to the building will be the regular school bell.

*\*See Building Evacuation Plan in the back portion of the Handbook.*

## **INCLEMENT WEATHER DRILL**

The signal for an Inclement Weather Drill will be an announcement over the intercom. Upon identification of the signal, teachers will take charge of moving all students to an assigned Inclement Weather area as prescribed in the Inclement Weather Plan. \*Students will be released from the Inclement Weather Area by supervising teachers.

*\*See Inclement Weather Plan in the back portion of the Handbook.*

## **EARTHQUAKE DRILL**

At the start of a drill, or realistically as soon as shaking starts, the teacher asks students to drop and cover, face away from windows. Remain under shelter until the shaking stops. Be silent. Students who are in a classroom should crawl beneath desks or tables (if possible), place their heads between their knees and cover their heads with their arms. Be sure not to be under the ceiling lights or near objects that could fall such as bookcases, etc. Students who are in the hallways or large open areas should move to an interior wall, crouch down and cover their heads with their arms. Students who are outdoors should move away from buildings and utility wires and either lie down or sit down. \*LEAVE BUILDING as prescribed in the Building Evacuation Plan when the earthquake is over or instructed to do so by the teacher.

*\*See Building Evacuation Plan in back portion of the Handbook*

## **INTEGRATED PEST MANAGEMENT PLAN**

Putnam County CUSD #535 is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. Therefore, an Integrated Pest Management Plan has been adopted.

Even though pest control practices may involve a variety of chemical and non-chemical methods, insecticide baits and rodenticide baits are most commonly used at each school rather than chemical

applications. However, there may be situations where chemical control of pesticides may be used. If such a control is used, parents and staff members can be informed of such prior to an application. A parent or staff member may contact the school building principal if they want to be added to a registry for notification prior to chemical application. Only those that request such will receive advance notice.

The school district is committed to use the least hazardous chemical control methods after non-chemical control methods have been applied. However, written prior notice shall not be required if there is an imminent threat to health or property. If such a situation arises, written notice will be sent to those listed on the registry as soon as practical. If there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

## **ASBESTOS MATERIALS**

### **NOTICE TO PARENTS/STUDENTS**

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings.

In accordance with AHERA regulations, the buildings of Putnam County CUSD No. 535, have been reinspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

## **INSTRUCTIONS**

### Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

### Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School—level compacts.

#### District-Level Parental Involvement Compact

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent

involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

#### School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

#### Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may conduct a review as to whether such hardship continues to exist in accordance with State law.

#### Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures

described in the Illinois State Board of Education's *Special Education* rules, that special education services are needed.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

## **ADMISSIONS**

### **NEW STUDENTS:**

All eighth grade graduates who live within the District are automatically admitted.

Any student who transfers into District #535 may enroll if accompanied by a resident parent or guardian. Guardianship/residence may have to be proven to the satisfaction of the Superintendent. Students transferring in are required to provide a "Student in Good Standing" form provided by the school previously attended.

### **PREVIOUSLY ENROLLED STUDENTS:**

Any student who was previously enrolled at Putnam County High School may re-enroll under the following conditions:

1. Be accompanied by a parent or guardian. Guardianship/residence may have to be proven to the satisfaction of the Superintendent.
2. It is recommended that students enroll in the first two weeks of a new semester in order to gain credit. While students may enroll at any time, late enrollment may jeopardize the student's chance to earn credit.
3. Satisfy all debts from the previous enrollment.
4. Be under twenty-one years of age and able to graduate before reaching twenty-one.

## **TRANSFER STUDENTS**

Any student who wishes to transfer into Putnam County High School must first demonstrate legal residence in the District. Students and parents must be responsible for the transfer of records and compliance with health regulations. Students may not begin school until residence in the District is

validated and school/health records are up to date and on file at Putnam County High School. Students transferring into Putnam County High School must also demonstrate that they were students in good standing at their previous school. Students who were serving suspensions or expulsions will not be admitted until their suspension/expulsion are concluded. Students entering Putnam County after extended leaves from school must have transcripts validated and will be placed at the discretion of Putnam County High School. Students entering during a semester may not be able to gain credit during that semester.

## **ACADEMIC OFFERINGS AND REQUIREMENTS**

### **COURSE OFFERINGS**

Each course offered at P.C.H.S. is listed by year in school. Students are to enroll in the required courses in the year in which it is listed; however, it is not mandatory that a student enroll in an elective course during the year in which it is listed.

### **REGISTRATION PROCEDURES**

Every student must enroll in at least seven (7) subjects each semester.

### **CLASS ADD OR DROP POLICY**

All students must take a minimum of seven (7) subjects each semester exclusive of Physical Education, and Driver Education. Due to the time and effort involved in scheduling, schedule changes are kept to a minimum. In order to make a schedule change; the following procedures will be used.

### **ADDING OR DROPPING A CLASS DURING A SEMESTER**

Students may add a class before the fifth class meeting at the beginning of each semester only. Students may drop a class any time prior to two weeks before deficiency slip distribution of the first nine weeks of a particular course.

### **DROPPING AT THE END OF FIRST SEMESTER**

Dropping a class at the end of first semester is discouraged. However, students may drop a class at the end of the first semester if it is felt to be in the best interest of the student. The student will be required to add a class in place of the class that has been dropped. Classes are added or dropped by scheduling a conference with the Guidance Counselor. The counselor will notify the teacher involved before a drop is made. After the conference, a note from the parent or guardian of the student must support any schedule changes, which are deemed to be in the best interest of the student. If a student drops a class after the drop deadline in a given semester, a grade of "F" will be recorded in that class.

## **AREA CAREER CENTER OFFERINGS**

The following courses are available to qualified juniors and seniors at the LaSalle-Peru Area Career Center:

Auto Mechanics I & II, Food Services I & II, Drafting I & II, Welding I & II, Beauty Culture, Simulated Office Occupations, Health Occupations I & II, Graphic Arts Production I & II, Building Maintenance & Construction I & II, Electronics I & II, Machine Technology

**SPECIAL NOTE:** A bus is provided by the school district to transport the Area Career students to and from the Center. Therefore, there will be no personal cars driven to and from the Center unless permission is obtained from both schools in advance.

## STANDARDIZED TESTING AND GRADE LEVEL DETERMINATION

Putnam County High School will use the following standard to determine grade level and eligibility for testing:

Grade 9 – A student must have freshmen standing and have earned no more than 11 credits

Grade 10 – A student must have sophomore standing and have earned at least 12 credits.

Grade 11 – A student must have junior standing and have earned at least 24 credits.

All students meeting appropriate grade levels will be tested. Out of grade level testing is prohibited. Accommodations and participation of bilingual students and students with IEP's are governed by the State of Illinois guidelines.

The purpose of standardized testing is to:

1. Help evaluate the extent which each school in Illinois is meeting the state goals for learning.
2. Describe how schools and districts perform in comparison to the state and the nation.
3. Chart the progress of schools, districts, and the state over time.
4. Generate information that can be used for school accountability, policy making, and future improvement.

### GRADING SYSTEM

Report Cards are given out at the end of each nine week period. The following marks are given:

A – 94 – 100 Excellent

D – 70 – 76 Passing

B – 87 – 93 Good

F – Below 70 Failing

C – 77 – 86 Average

A grade may be withheld, resulting in an incomplete, because a student has missed school and failed to make up work.

### FIGURING SEMESTER GRADES

Grade percentages are 40% each quarter and 20% for the final. The following points are used in the grade figuring:

12 – A+

5 – C

11 – A

4 – C-

10 – A-

3 – D+

9 – B+

2 – D

8 – B

1 – D-

7 – B-

0 – F

6 – C+

### GRADE WEIGHTING AND CLASS RANK

Rank in class for each student is based on a cumulative grade point average at the end of each semester. Class rank is determined through the tabulation of all grades earned in all classes except Physical Education and Driver Education. Grades are averaged and GPA determined according to the following evaluations.

#### GROUP A

A = 5

B = 4

C = 3

D = 2

F = 0

#### GROUP B

A = 5

B = 4

C = 3

D = 2

F = 0

Compute the GPA then add 0.026 to the GPA for each semester of credit in each course from Group A to determine final Grade Point Average.

### GROUP A

World Literature, English Comp., Algebra II, Trigonometry, Pre-Calculus, Calculus, Chemistry, Physics, Advanced Biology, Spanish III, Spanish IV, Sociology

### GROUP B

English I, English II, English III, Speech, Senior English, Journalism, Integrated Math I, Integrated Math II, Algebra I, Geometry, Informal Geometry, Integrated Science I, Integrated Science II, Biology, Earth Science, Environmental Science, Spanish I, Spanish II, Consumer Ed., Computer Concepts I and II, Business & Technology, Accounting I, Economics, Band, Chorus, World History, World Geography, American Government, American History, Health, Intro. to Ag., Agricultural Science, Ag Technology, Intro. to Horticulture, Ag Resource Management, Agribusiness Management, Advanced Welding and Metals, Intro. to Technology, Construction Skills I and II, Industrial Skills, Intro. to Drafting, Electricity, Computer Aided Drafting, Orientation to Home Ec., Foods & Nutrition I & II, Food Science, Culinary Arts, Intro. to Engineering, \*Co-Op Class, \*Co-Op Work Experience, Child Development, Adult Living, Fashion Technology, Living Environments, Internet, Married/Single Life, Parenting, Business Law, Journalism, Art I, Art II, Art III, Art IV, Auto Mech I & II (ACC), Drafting I & II (ACC), Electronics I & II (ACC), Simulated Office Occupations (ACC), Beauty Culture (ACC), Graphic Arts I & II (ACC), Food Service I & II (ACC), Welding I & II (ACC), Health Occupations I & II (ACC), Building Maintenance and Construction I & II (ACC).

\*A maximum of 6 credits can be earned toward graduation through the Co-Op Work Experience.

*Note: The Valedictorian, Salutatorian and the Top Ten will be selected at the end of eight semesters of course work.*

### REPORT CARD AND DEFICIENCY SLIP DISTRIBUTION

Report card and Deficiency slip distribution dates are listed on page 2. Report cards will be given to the students on the dates listed. Deficiency slips will be mailed to the parents at midterm (4 1/2 weeks) on the dates listed. (Deficiency Slips are issued as a warning that a student is doing D or F work in a particular subject.)

### INCOMPLETE GRADES

Incomplete grades will be designated on the report card as an "I". Such grades are issued when a student fails to complete assignments or is absent for a period of time. Incomplete grades must be removed within three weeks following the close of the preceding nine weeks. "Incompletes" not made up within the prescribed time limit will revert to a failing grade of "F". It is the responsibility of the student to make arrangements with teachers for incomplete work. There will be no incomplete grades issued at the end of the school year.

### ASSIGNMENTS WHILE ABSENT

1. A student may attain assignments through the Homework Hotline, by calling 815-882-2800 ext. 7 when absences extend beyond one day.
2. As a rule of thumb, two days are allowed for makeup for each day of excused absence.

### GRADUATION REQUIREMENTS

Graduation requirements consist of forty-six and one half (46 1/2) credits. A credit is a semester of passing work in a subject. Requirements include:

English.....6 credits  
**(Beginning with the class of 2012, 8 English credits will be required)**  
Social Studies (two of the 4 credits in American History) .....4 credits  
Mathematics .....6 credits

Science.....	6 credits
2 credits of Physical Science and 2 credits of Life Science inclusive of Human Anatomy & Physiology	
Electives selected from:	
Music, Art, Foreign Language, or Vocational Education.....	4 credits
Keyboarding .....	1 credit
Health Education .....	1 credit
*Physical Education.....	3 ½ credits
*Driver Education & Safety.....	1 credit
Business & Technology or Economics or **Consumer Education .....	1 credit

\*\*Students may pass a proficiency exam to meet the consumer education requirement. No Consumer Education credit will be awarded.

As prescribed by the Board of Education of Putnam County Community Unit School District #535, a student must meet the above graduation requirements in order to receive a diploma and participate in commencement exercises.

**HONOR ROLL**

Students achieve Honor Roll status by earning (1) an overall “B” average; (2) a “B” average or better in academic subjects; (3) nothing less than a “C” in academic subjects; and (4) nothing less than a “C” in Driver Education, or Physical Education.

**HIGH HONOR ROLL**

Students achieve High Honor Roll status by earning (1) at least two “A’s” in academic subjects; (2) nothing less than a “B” in academic subjects; and (3) nothing less than a “C” in Driver Education, or Physical Education.

**HONOR ROLL-ADDITIONAL FACTORS**

1. Students will be named to the honor rolls at the end of each quarter and at the end of each semester.
2. A student will not be considered for either honor rolls until all incomplete grades are made up.
3. Pluses and minuses are not used in averaging for either honor rolls.

**STUDENT GUIDELINES FOR COURSE WORK AT IVCC**

Students of PCHS who wish to take course work at IVCC for high school credit must meet the following guidelines:

1. Students must be approved for classes by IVCC
2. Students may not receive high school credit for college course work unless it is approved in advance by the high school Principal and Guidance Counselor.
3. If a class is offered at PCHS, a student is not allowed to take it at IVCC for high school credit.
4. No more than 4 units of credit from nontraditional sources can be used to meet graduation requirements at PCHS.
5. Semester classes at IVCC of 3 to 4 credit hours are equivalent to one semester credit at PCHS.

## **PROGRAMS FOR STUDENTS AT RISK OF ACADEMIC FAILURE AND/OR DROPPING OUT OF SCHOOL AND GRADUATION INCENTIVES PROGRAM**

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or parent/guardian
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities law, as it may be amended from time-to-time.
- Graduation incentives program
- Illinois Hope and Opportunity Pathways through Education (IHOPE) Program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

### Illinois Hope and Opportunity Pathways through Education (IHOPE) Program

The Superintendent or designee shall develop the required partnerships necessary to build a comprehensive plan to re-enroll high school dropouts in the District through the IHOPE Program. The IHOPE Program shall include all components required by State law and regulations. Any student who wishes to earn a high school diploma must meet the prerequisites to receiving a high school diploma in policy 6:300, *Graduation Requirements*.

## **Credit for Alternative Courses and Programs, and Course Substitutions**

### Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is offered by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The Building Principal approves the course in advance.

### Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and

4. The Building Principal approves the course in advance.

#### Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

#### Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the Building Principal.

#### Dual Credit Courses

A student who successfully completes Dual Credit courses may receive high school credit, provided:

1. The student is in good academic standing;
2. The course is approved in advance by the student's guidance counselor and the High School Principal; and
3. The student assumes responsibility for all fees.

#### **EXEMPTIONS FROM FINAL EXAMS**

1. All students who have no more than 3 absences in a class and has a "C" average or better grade.
2. A student must not have any unexcused absences in a class.
3. Only seniors, who on their PSAT Test, meet or exceed in all areas will be exempt 1<sup>st</sup> semester only.

#### **HOMEWORK**

Good study habits are essential. Almost every course requires some preparation outside the class time. Students are expected to make good use of time when assigned to study halls.

#### **PARENT ADVISORY COMMITTEE**

The Parent Advisory Committee (PAC) for Putnam County High School is a committee of parents representing the various villages and grade levels served by the school. The purpose of the PAC is to provide direct two-way communication between the school, the parents, and communities. The committee will meet once during each grading period during the school year. Parents who are interested in serving on the PAC are encouraged to contact the building principal.

#### **VISITORS TO AND CONDUCT ON SCHOOL PROPERTY**

The following definitions apply to this policy:

**School property** – School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athlete event, or other school-sponsored event.

**Visitor** – Any person other than an enrolled student or employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.

Any person wishing to confer with a staff member should contact that staff member by telephoning or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. 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 town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
11. 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;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

### **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" 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 in this policy and its implementing procedures.

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

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.

## **Instruction**

### **Curriculum Content**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include classroom instruction on distracted driving as a major traffic safety issue. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In grades 4 through 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.

7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *Credit for Alternative Courses and Programs, and Course Substitution*, and 7:260, *Exemption from Physical Activity*.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.  

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.

17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

### **ACCEPTABLE USE POLICY FOR INTERNET USE**

All use of the Internet shall be consistent with the District's goals of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### **TERMS AND CONDITIONS**

1. Acceptable Use – Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the district.
2. Privileges – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a use has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Gaining authorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent.
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network etiquette – You are 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 your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.

- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. 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 you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
  7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of use privileges. Any user identified as a security risk may be denied access to the network.
  8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
  9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Student, parent(s)/guardian(s), and teachers need sign this *Authorization for Internet Access* annually while enrolled or employed by the School District

## **STUDENT INTERNET RULES**

*Adopted from the Putnam County Community Unit School District's #535's letter to parents and "Authorization for Internet Access" 623.0E2 of the School Board Policy Manual.*

### **AUTHORIZATION FOR INTERNET ACCESS:**

Each student, teacher, or community member must sign an Authorization agreeing to follow the District rules as a condition for using the District's Internet connection.

### **ACCEPTABLE USE:**

Must be for the purpose of education or research and be consistent with the educational objectives of the district.

Use of the district's Internet is a privilege, not a right, and inappropriate use will result in loss of those privileges. The Building Principal will make all decisions regarding whether a user has violated Acceptable Use and may deny, revoke, or suspend access at any time. The Principal's decision is final.

### **UNACCEPTABLE USE:**

This list does not attempt to list every unacceptable use; it lists examples:

1. Using the network for any illegal activity, including violation of copyright or transmitting any material in violation of any U.S. or State regulation.

2. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused.
3. Downloading copyrighted material for other than personal use.
4. Using the network for private financial or commercial gain.
5. Wastefully using resources, such as file space.
6. Gaining unauthorized access to resources or entities (Hacking).
7. Invading the privacy of individuals.
8. Using another user's account or password.
9. Posting material authored or created by another without his/her consent.
10. Posting anonymous messages.
11. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
12. Using the network while access privileges are suspended or revoked.

#### **NETWORK ETIQUETTE:**

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities of any other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

#### **OTHER:**

1. No Warranties – The District makes no warranties of any kind for the services it provides.
2. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including attorney fees, incurred by the District as a result of any breach of the authorization.
3. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Building Principal.
4. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action.
5. Fees – The District assumes no responsibility for any unauthorized charges or fees.

#### **ADDITIONAL PCHS RULES:**

1. Students must have permissions each time they access the Internet for any reason.
2. When more students want to use the Internet than there are Internet-accessible computers, students with assignments take precedence.
3. Using the Internet for Chat Rooms (sometimes known as IRC) is not permitted at PCHS. Using it in defiance of the rule may result in the loss of Internet privileges on District Internet Access.
4. Loss of Internet privileges at PCHS will impact on some classes. Students wishing to take Internet Class must have a signed AUP and must not have lost Internet privileges.
5. Using E-mail for any non-educational purpose is not permitted. Using E-mail for other than educational purposes may result in the loss of Internet privileges on school computers.

## **Restrictions on Publications and Written or Electronic Material**

### 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 due to the maturity of 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 and Web Sites Accessed or Distributed At School

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet 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 or vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; 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.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in perception that the distribution or the material is endorsed by the School District.

Accessing or distributing "at school" 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.

### Student Created or Distributed Written or Electronic Material Including Blogs

A student engages in gross disobedience and may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

## EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in extracurricular activities. To participate in an extracurricular activity after school, (including practice sessions) a student must be in attendance at the start of second period. On shortened or special schedule days, a student must be at school by 8:54 a.m. (Exception: Prior approval to be absent by the Principal.)

## EXTRACURRICULAR ACTIVITY FEES

The Putnam County CUSD #535 Board of Education has established a fee structure for student extracurricular activity participation for the 2010-11 school year.

<u>Category</u>	<u>Junior High</u>	<u>High School</u>
*Clubs	\$15	\$25
Puma Crew	\$5	N/A
Panteras	N/A	\$30
Play/Musical	N/A	\$20
**Cheerleading/Athletics (per sport)	\$25	\$40

\*One fee for as many clubs as desired

\*\*Per sport

Students will be expected to pay a monthly rental fee for band, unless they own their own instruments.

Payment in a category allows participation in one (1) activity within that category, except as noted. For example, a student may belong to several clubs for the payment of a single club fee, but must pay the user fee for each sport in which participation occurs.

In order to avoid undue financial hardship, a \$300 family limit exists. It is the responsibility of the family to keep track and verify extracurricular use fee payments. Charges for instrumental rentals are not included in the \$300 family limit.

Students in grades 6 – 12 may wish to purchase an activity card at a fee of \$25. Purchase of the activity card is optional. The activity card entitles students to free admission to all school district sponsored events at Putnam County High School and Putnam County Junior High. (Examples of activities not sponsored by the school district include club sponsored activities, tournaments, etc.)

Indigent applications for waiver of the extracurricular use fees are available at the time of registration in August.

### OTHER ACTIVITY FEES

Vocational Fees	\$10.00 per class per semester
Driver's Ed	\$50.00
Art	\$10.00 per class per semester

## EXTRACURRICULAR REQUIREMENTS & GUIDELINES

Guidelines to be followed for extracurricular activities grades 6 – 12:

Evening activities on Wednesdays will not be scheduled with two exceptions as follows:

1. conference, regional and state tournaments, and
2. alternative date for reschedule of event due to weather.

If after-school activities held on campus, such as clubs, athletic, scholastic bowl, or fine arts practice sessions are scheduled for Wednesdays, those sessions will be completed by 5:00 p.m. for grades 6-8. Due to the wider range of possible activities, the sessions will be completed by 6:00 p.m. for grades 9-12.

School sponsored events and/or activities will not be held or participated in on Sundays, on or off campus for grades 6-8; no activities will be conducted on Sunday for grades 9-12 without permission and approval from the building principal.

Coaches/sponsors will be informally but proactively informed of expectations regarding the appropriateness of encouraging all students to work hard, build skills, and be ready to participate fully in the activity.

Coaches/sponsors are the persons who work with participants and are the best judge of skill levels; the rotation and duration of participation is the coach's responsibility.

## **ELIGIBILITY FOR ATHLETICS, CHEERLEADING & PANTERAS**

Grades will be checked every week during the season. To be eligible to participate in athletics, cheerleading or panteras a **student must be doing passing work in 4 of 5, 5 of 6, or 6 of 7 academic subjects**. Subjects not counted toward eligibility are Driver Education & Safety, and Physical Education. Students must be eligible the previous semester to be eligible at all during the ensuing semester.

## **STUDENT CODE OF CONDUCT FOR EXTRACURRICULAR PARTICIPANTS**

The extracurricular code applies to all participants in performance and competition based activities sponsored by Putnam County High School. To be successful, a student must display appropriate behavior and a proper attitude, toward practices, games, meets, coaches, sponsors, and team members. In developing a proper attitude, each student must develop a degree of PRIDE in his/her personal appearance and manner in which he/she conducts themselves. A student must always keep in mind that he/she is a representative of the school and community.

Extracurricular activities are **PRIVILEGES** extended by the school to students who wish to participate and who agree to comply with the rules and regulations established in the handbook and in each respective activity. Compliance allows on-going participation. Failure to comply will result in appropriate sanctions.

Because these activities are regarded as privileges and not property interests of the student, only those procedural and substantiated considerations as provided within this code shall be afforded.

It is expected that students involve themselves in extracurricular activities. When involved in extracurricular activities, students at Putnam County High School are expected to:

1. Follow the rules and regulations of the activity, conducting themselves in a mature manner showing high standards of social behavior.
2. Demonstrate cooperation and sportsmanship and show proper respect for those in authority.
3. Attend all classes, meetings, practices, competitions, and contests.

## **EXTRACURRICULAR GRADE POLICY**

Grades are checked each week during the season. To be eligible to participate in extracurricular activities, a student must be doing passing work in 4 of 5, 5 of 6, or 6 of 7.

Selection of members or participants is at the discretion of teachers, sponsors, or coaches, provided selection criteria conform to the district's policies. In order to be eligible to participate in any school-sponsored or athletic activity, a student must satisfy Putnam County High School's scholastic standing requirements and may not be failing more than one academic class. Any student failing to meet these academic criteria shall be suspended from the activity for 7 days or until the specific academic criteria are met, whichever is longer.

## **ATTENDANCE**

In order to participate in an activity, practice or rehearsal, performance or contest, students must be in attendance at the start of second period. On shortened or special schedule days, a student must be at school by 8:54 a.m.

## **SUBSTANCE ABUSE TESTING**

Putnam County High School believes that the use of prohibited substances, alcohol, tobacco, or illegal drugs by students who participate in extracurricular activities presents a particular hazard to the health and welfare of students and those who compete or participate with those students. To be eligible to try out for or to participate in any extracurricular activities, students must agree to submit to testing for the use of prohibited substances according to established policy.

Substance abuse testing will be conducted in a random manner throughout the school year for all students in extracurricular organizations that participate in competitions and performances. These include but are not limited to: band and choral ensembles, cheerleading, Panteras, Scholastic Bowl, all sports, theatrical productions, FFA member who compete in events.

Students involved in extracurricular activities will be subject to testing for the entire school year. A student may be tested more than once should his/her number be drawn.

Should a student test positively for substance abuse during any part of the school year, that student will be subject to the rules and procedures of the Substance Abuse Rules and Regulations.

All parties in order for students to participate must sign a substance abuse testing consent form. This is to be done at the beginning of the school year during open enrollment for any and all activities during the entire school year. Should a student or parent/guardian not sign the form at that time and then the student elects to participate later in the year, the student is ineligible until a test is completed at the student's expense and will become eligible for participation 4 weeks from the date of entry.

In addition, any student not involved in extracurricular activities or not enrolled during open enrollment may be enrolled at the request and expense of the parent/guardian.

## **SUBSTANCE USE RULES AND REGULATIONS**

The use of alcohol, tobacco, and illegal drugs is a harmful habit for young adults, and abstinence from these substances at all times is essential for the wellness of the individual. In the event that a student is found to be using, consuming, transporting, or possessing any form of alcohol, tobacco, or any illegal drugs or paraphernalia other than prescribed by a physician, that student will be found to be in violation of the extracurricular substance abuse rules and regulations and may be subject to a punitive referral.

Should the student seek help and apply for a substance abuse program before the violation occurs, a non-punitive referral will take place. This referral will be made in confidence and will not result in any suspension from activities but will necessitate the student participating in a substance abuse program. Expenses for the program will be the responsibility of the parents/guardian.

In the event of a positive test the principal will notify the parents and student. A meeting will be held to discuss the results and consequences. On a student's first positive test the student will be declared ineligible from participation as outlined in violations. That period may be reduced or held in abeyance during a probationary period during which the parents may choose to enter their child in a counseling program. Any second or subsequent positive test will result in the automatic imposition of the consequences described in the Code. Noncompliance with any portion of the testing procedure will be received as a

positive test. Any student who has tested positive must provide a negative test before being eligible for participation.

The Substance Abuse Policy is in effect the entire calendar year. Students should make every attempt to avoid events where illegal substances are being used or are present. Students are advised to immediately leave the site of any illegal activity. If a student is present where illegal activities are taking place, it is conceivable that the student may be arrested or accused of illegal consumption or possession of illegal substances.

## **INTERSCHOLASTIC ACTIVITIES**

The following are considered interscholastic activities:

Baseball	Golf
Basketball	Panteras
Cheerleading	Scholastic Bowl/Academic Teams
Softball	Cross Country
Track	Volleyball
Band/Choral Ensembles	Theatrical Competition and Performance
FFA Competition Teams	Wrestling

## **VIOLATIONS**

Punitive violations by participants in interscholastic activities will result in the penalties outlined below. Two violations, including one from Category I and another from Category II, will result in a calendar year suspension. Three violations from one category, or a combination of three violations from both categories, will be grounds for loss of eligibility for the remainder of the student's time at the school attended.

### **Category I- Smoking**

- a. First Violation  
After confirmation of the first violation, the participant shall lose eligibility for  $\frac{1}{4}$  of the season, and seek counseling provided by the high school. When necessary, the eligibility loss will continue through the next activity in which the student participates.
- b. Second Violation  
After confirmation of the second violation, the student shall lose eligibility for 365 days starting at the date of the second offense, and seek counseling provided by the high school.
- c. Third Violation  
A third violation will result in the student losing eligibility for the remainder of the student's time at the school attended.
- d. In activities that have no specific length a confirmation of a first offense consequences shall be decision of the principal, athletic director and sponsor to closely follow the intent and philosophy of this code.

### **Category II - Drugs and Alcohol**

- a. First Violation  
After confirmation of the first violation, the student shall lose eligibility for  $\frac{1}{2}$  of the season, and seek counseling provided by the high school. When necessary, the eligibility loss will continue through the next activity in which the student participates.

b. Second Violation

After confirmation of the second violation, the student shall lose eligibility for 365 days starting at the date of the second offense, and seek counseling provided by the high school.

c. Third Violation

A third violation will result in the student losing eligibility for the remainder of the student's time at the school attended.

- d. In activities that have no specific length a confirmation of the first offense consequences shall be decided by the principal, athletic director, and sponsor to closely follow the intent and philosophy of this code.

Should a violation occur after school has let out for summer vacation or occur when a student is not an active participant in an activity, the suspension will commence on the Monday of the first week that competition begins in the next interscholastic activity in which he/she is involved. Eligibility loss may extend into the next season or the next school year. The continuing ineligibility will be pro-rated.

Any student and parent/guardian who enrolls in a substance abuse program within five school days of confirmation of an alcohol/drug incident will have the suspension period reduced by half. The cost of the Abuse Program will be the responsibility of the student/parent/guardians. This option exists only on a first offense.

### **Criminal Acts (Refer to Criminal Acts section located in the main body of the Parent-Student Handbook)**

Because participants in extracurricular activities are held in high esteem by our student body, they are expected to be good examples of citizenship and conduct. They should avoid actions, which discredit themselves, their team and their school. Because of the wide range of possible actions and charges, any codification becomes impractical. Therefore, once there has been believable evidence presented that an offense has been committed, a meeting between the athletic director, the head coach or sponsor of the activity, and a neutral coach or sponsor selected by the principal will be held to determine disciplinary action appropriate to the seriousness of the violation.

### **REPEATED VIOLATIONS**

After confirmation of a second offense of any item listed above, the participant will be declared ineligible for 365 days starting at the date of the second offense. A confirmation of a third offense of any item listed above, the student will be declared ineligible for the remainder of his/her high school career.

### **UNEXCUSED ABSENCES**

- a. A student who is absent and unexcused from school may not participate in that day's scheduled practice or contest.
- b. A student who is absent and unexcused for a practice or contest will not be eligible for the next scheduled contest. A second unexcused absence for a practice or event will result in the student being ineligible for the next two scheduled contests. A third unexcused absence may result in dismissal from the team or activity.

## QUITTING

A student who quits during the season will not be permitted to participate in that activity for the remainder of the season or duration of the activity.

- a. A student who quits an activity will not be permitted to participate in any other activity during that season unless prior approval is obtained from the principal.
- b. Prior to the first event a freshmen trying out for one sport may quit to participate in another sport. This regulation pertains only to athletics. (Also see General D)

## EQUIPMENT

Each student is responsible for equipment and uniforms issued to him/her. If lost or damaged, the participant may be required to pay the current replacement cost after parent notification has been made.

## GENERAL

- a. Curfew  
A student is expected to abide by the State of Illinois Curfew Statute, revised and condensed.
- b. Rights  
In the event of a suspension from participation, parents who have a concern regarding the application of the extracurricular code may schedule a formal meeting with the principal, athletic director and head coach/sponsor of the activity.
- c. Deadlines for Participation  
Students who wish to participate in an activity once the season has begun may do so only with the permission of the head coach, athletic director and principal. No student may join a team once the first event has occurred. Transfer students must meet IHSA Guidelines in order to be eligible for participation.

## IHSA ATHLETIC ELIGIBILITY RULES

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools, which are members of the IHSA as part of the Association's constitution and bylaws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal of your school is responsible for certifying the eligibility of all students representing the school in interscholastic athletics. Any questions concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. If your principal has questions or wishes assistance in answering your questions, contact should be made to the IHSA Office. Information contained here highlights only the most important features of the IHSA bylaws regarding interscholastic athletic eligibility. It is designed to make you aware of **major** requirements you must meet to be eligible to compete in interscholastic athletics. You will lose eligibility for interscholastic athletics if you violate IHSA bylaws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director and your principal to thoroughly understand the IHSA eligibility bylaws and how they relate to you.

## ATTENDANCE

1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and attending classes in your high school no later than the beginning of the 11<sup>th</sup> school day of the semester.
3. If you attend school for ten (10) or more days during one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection or not."

## SCHOLASTIC STANDING

1. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) "full credit" courses.
2. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

## RESIDENCE

1. Your eligibility is dependent on the residence of your parents, not your own residence. You may be eligible if you attend the public high school in the district in which both of your parents live. If you attend a private or parochial school, you may be eligible when you enroll and attend high school for the first time as a ninth (9<sup>th</sup>) grade student, regardless of where your parents live.
2. If you have attended the same high school for your entire high school career and your parents move from the district or community traditionally served by your school after you have completed the eleventh (11<sup>th</sup>) grade, you may remain in attendance at that school, upon approval of the local Board of Education, and be eligible in regard to residence for the twelfth (12<sup>th</sup>) grade.
3. If you do not reside with both your biological parents, your eligibility may be subject to special provisions. Check with your principal to be sure you are eligible before you participate.

## TRANSFER

1. If you transfer from a high school in one school district to a high school in another school district, you will be ineligible for up to one year unless:
  - a. Your parents move into the district into which you transfer.
  - b. Your transfer is from a private/parochial school to your home public high school, you are entering a public school for the first time, and the principals of both your former school and the new school agree there is no evidence of violation of the IHSA recruiting rules.
2. If you transfer from one public school to another, in a district which has two or more high schools under the same board of education, you will be eligible for up to one year unless: 1) your parents move from the attendance area of the school you are leaving and into the attendance area of the school to which you transfer, or (2) you are ruled eligible by the IHSA Executive Director under the special factors provided in the IHSA eligibility bylaws. **Note:** If you transfer schools and your parents do not move, be sure the principal of your new school obtains a written ruling on your eligibility before you play in a contest.
3. If you transfer because you are emancipated, an orphan, from a broken home, from a single parent family or have reassignment of your legal guardianship by action of the court, you are ineligible until the IHSA Executive Director rules on your eligibility. Be sure the principal of your new school obtains a written ruling on your eligibility before you play in a contest.
4. If you transfer within the first ten (10) days of a semester, you will be eligible immediately if you comply with all eligibility rules. However, if you transfer after the start of the eleventh (11<sup>th</sup>) day of

the semester, you will automatically be ineligible for thirty (30) days, beginning with the date of your transfer.

5. If you transfer schools and your transfer does not comply with IHSA bylaw requirements, you will be ineligible for a **maximum** of one year. The specific length of your ineligibility must be determined by the IHSA Executive Director.

### **PARTICIPATION LIMITATIONS**

1. After you enroll in ninth (9<sup>th</sup>) grade, you may be eligible for no more than the first eight (8) semesters you attend school. If you attend school for ten (10) or more days in a semester, that counts as a semester of attendance. You are not guaranteed eight (8) semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may have eligibility.
2. You 7<sup>th</sup> and 8<sup>th</sup> semesters of high school attendance must be consecutive.
3. After you enroll in ninth (9<sup>th</sup>) grade, you may be eligible for no more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

### **AGE**

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20<sup>th</sup>) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which you will turn twenty (20).

### **USE OF PLAYERS**

You may not appear at a contest in uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

### **PARTICIPATING UNDER A FALSE NAME**

If you compete under a name other than your own, your principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this bylaw will be subject to penalties.

### **PHYSICAL EXAMINATIONS**

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal.

### **AMATEUR STATUS**

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without a limit to its cost.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, checks or legal tender) that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

## RECRUITING OF ATHLETES

1. The rules prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete, which are not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement, which is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:
  - a. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
  - b. Offer or acceptance of room, board, or clothing or financial allotment for clothing.
  - c. Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
  - d. Offer or acceptance of free transportation by any school connected person.
  - e. Offer or acceptance of a residence with any school connected person.
  - f. Offer or acceptance of any privilege not afforded to non-athletes.
  - g. Offer or acceptance of free or reduced rent for parents.
  - h. Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
  - i. Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
  - j. Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics; even when special remuneration or inducement is not given. Please remember that you may not be offered or receive **any benefit, privilege, or opportunity**, which is not also provided or made available to all prospective students at the school.

## SCHOOL TEAM SPORTS SEASONS

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  - a. You may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the IHSA Board of Director's.
  - b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season bylaws will result in a penalty to you and/or to your school's coaching personnel.

## PLAYING IN NON-SCHOOL COMPETITION

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport.

2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you are trying out for or competing as a representative of the United States in recognized national or international competition during your high school's sport season in the same sport, you must obtain approval from the IHSA Office. Your principal must initiate the request for approval in writing prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which, you are a member terminates for the school year.
5. You will become ineligible if you play on any junior college, college or university team during your high school career.

### **ALL-STAR PARTICIPATION**

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school teams provided:
  - a. the high school season in that sport has been completed;
  - b. the all-star contest has been approved by the IHSA.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
2. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer, or volleyball, except that you may not do so during the school season for the sport.

### **COACHING SCHOOLS**

1. A coaching school is defined as "any program sponsored by an organization or individual, which provides instruction in sports theory and skills to groups of persons." The term "groups of persons" is defined as more than two (2) students from any school.
2. During the school year, you may not attend a coaching school or clinic for any interscholastic sport.
3. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
  - a. You may not attend a coaching school, camp or clinic for any fall sport(s) after July 31.
  - b. You may not attend a coaching school, camp or clinic for any winter or spring sport(s) after the day your school begins in the fall.

### **MISBEHAVIOR DURING CONTESTS**

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to penalties.
3. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

### **ELIGIBILITY FOR THEATER PRODUCTIONS**

To participate in any school year theater production, students may not be doing passing work in 4 of 5, 5 of 5, or 6 of 7 academic classes. Subjects not counted toward eligibility are Driver Education and Safety, and Physical Education. Students must be eligible the previous semester to be eligible at all during the ensuing semester.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, 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 School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### 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).

### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

## **DESCRIPTION OF EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

### **ATHLETICS**

Boys' athletics include baseball, basketball, cross country, golf, track and wrestling. Girls' athletics include, softball, volleyball, basketball, cross country, golf, and track. Competition is offered at all levels and all students are encouraged to participate. Putnam County High School is a member of the Tri-County Conference. All athletes are required to have a physical exam and school insurance or a waiver signed by a parent or guardian.

### **CHEERLEADING**

The Cheerleading squad consists of one 16-member varsity squad. Juniors trying out for a position as a senior are required to score in the top twelve at tryouts in order to be guaranteed a position on the squad. The top sixteen will cheer all junior varsity and varsity boys' basketball regular season games. The top twelve will cheer all post season games starting with regionals.

### **DRAMA**

A play will be held in the fall and a musical in the spring. The play and musical are open to all students.

### **FFA**

The FFA is open to students who are enrolled in Vocational Agriculture. The FFA participates in soil, dairy, livestock, speech, and parliamentary procedure contests, and encourages leadership and scholarship among its members.

### **INTERNATIONAL THESPIAN SOCIETY PCHS TROUPE**

The local theater group is a member troupe of the International Thespian Society. Membership requirements include:

1. Participation in two or more high school or junior high plays in major and/or minor acting roles; and
2. Participation in a crew; and
3. Attainment of a minimum of 10 Thespian credits for the above work; and
4. Payment of an initiation fee.

The goal of this group is to promote professional theater at the high school level, through participation in plays, musicals and contest selections.

### **JOURNALISM CLUB**

Journalism Club is open to all students. Club reporters and class reporters are especially encouraged to participate. The club is responsible for the weekly articles and photographs in the PC Record as well as the layout design and ad sales in the yearbook. Students can participate in all phases of production or both the newspaper writing or yearbook layout. Photography will be taught to any club member who expresses a desire and demonstrates the necessary skills. All members are expected to help solicit ads for the yearbook to help pay for journalism expenses. An awards dinner is held every spring to honor deserving members. Sophomores, juniors, and seniors may qualify for membership in Quill and Scroll honor society for journalists. Initiates must be in the top third of their class and be nominated by the advisor and current members for outstanding participation in the club.

### **NATIONAL HONOR SOCIETY**

National Honor Society requires that a student be a sophomore, junior, or senior. Sophomores must have a 4.7 grade point average, juniors have a 4.6 grade point average and seniors have a 4.5 grade point average to be eligible. In addition to this grade point requirement, the student must demonstrate strong leadership, character, and service to the high school and community. A faculty committee selects members for this organization. New members are inducted at a dinner in March.

### **PANTERAS**

The Pantera squad consists of 14 members. The squad is open to freshmen, sophomores, juniors, and seniors.

### **SCHOLASTIC TEAMS**

Scholastic teams are open to those students who excel in school achievement and are interested in competition. The two areas of scholastic teams include Scholastic Bowl, similar to college quiz, and WYSE, a testing competition of math, engineering and science.

### **SCIENCE CLUB**

Students enrolled in Biology, Chemistry, and Physics may join Science Club. This club will allow students to explore the fields of science outside the classroom in different and exciting ways. Individual research projects will be encouraged and emphasized, as well as, group projects and activities.

### **INTERACT CLUB**

Interact is a Rotary sponsored community service organization. The club is open to students who enjoy leadership and volunteer roles. Members take part in various projects throughout the community, United States, and even internationally. Students interested in joining may sign up at school registration or during lunch periods the first week of school.

### **STUDENT COUNCIL**

Student Council is a delegate assembly in which the administration, faculty and students confer on school problems and school activities. The members from each class are elected in the spring, except for the

incoming freshmen. These four representatives are elected after the first nine week grades have been issued in the fall. Representatives must have and maintain a minimum "C" average to be eligible to participate.

## **FUND RAISING**

The junior class will handle the concession stand at all home basketball games. The selling of services of merchandise for fund raising purposes is to be approved by the principal.

## **COORDINATOR**

Bob Peterson, Principal, Putnam County High School, Granville, Illinois 61326, Phone number (815)882-2800 ext. 4, is the coordinator for Title IV (Sex equity) and Section 504 (minorities).

## **BASIC GUIDELINES**

### **DISCLAIMER**

THIS HANDBOOK IDENTIFIES ANTICIPATED STANDARDS OF ACCEPTABLE BEHAVIOR AND OUTLINES THE GENERAL CONSEQUENCES, WHICH WILL OCCUR WHEN, SAID STANDARDS, ARE NOT MET. THESE ARE GUIDELINES TO BE INTERPRETED BY THE STAFF MEMBERS AT PUTNAM COUNTY HIGH SCHOOL. EACH INCIDENT WILL BE CONSIDERED ACCORDING TO THE INDIVIDUAL MERITS OF THE CASE. SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO INSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE, AND LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS BECOMES NECESSARY FOR THE ROUTINE OPERATION OF THE SCHOOL.

## **STUDENT RESPONSIBILITY**

The regulations of Putnam County High School have been carefully prepared to provide the maximum benefits to the maximum number of students based upon a proven educational philosophy. It is the responsibility of the principal, by direction of the school board through the superintendent, to operate the school to the optimum educational benefit of the individual students.

As in any set of regulations concerning procedural operation, it is not possible to specify every conceivable situation. Therefore, any complicity in, or responsibility for, action detrimental to good order, health, safety, or the educational process will be resolved by the Principal, or designee with the aid of the school staff.

Following the rules of due process, such resolutions may result in penalties ranging from reprimand to suspension from school not exceeding 10 days, and/or referral to the board of education with a recommendation for expulsion. The following responsibilities are required of all students at Putnam County High School:

1. To become informed and adhere to the rules and regulations of Putnam County High School, established by the board of education, and implemented by the school administrators, teachers, and other staff members.
2. To respect the rights and individually of other students, school administrators, teachers and staff members.
3. To refrain from libel, slanderous remarks, and obscenity, in verbal and written expression.
4. To dress and groom in an appropriate manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present at all required school functions.
6. To refrain from gross disobedience or misconduct or behavior that materially or substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.

## SCHOOL JURISDICTION

The following rules and regulations for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, but not limited to:

1. On, or within sight of, school grounds before, during or after school hours or at any time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity, or event, or any activity or event, which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function or event.
4. Anywhere if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or student; the conduct may reasonably be considered to be an interference with school purposes or an educational function; or the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

## CRIMINAL ACTS

Any actions by a person that are a violation of the criminal statute of the State of Illinois will be subject to disciplinary action by the administration/school board. Referral to the police for appropriate legal action may also result from criminal acts. Disciplinary actions will include suspension and/or recommendation for expulsion from school. The following is a partial list of criminal acts, which may lead to the arrest and prosecution in the criminal courts. PCHS does participate in the mandated reciprocal reporting of criminal activity with the authorities.

### ARSON

The malicious, intentional attempt to burn any property.

### BREAKING AND ENTERING

Breaking and entering is the forceful entry into the property of another student or into any portion of the school property.

## PREVENTING 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 is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status.
  - b. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
  - c. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic

material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes character education in all grades in accordance with State law and 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. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

## **HARASSMENT OF STUDENTS PROHIBITED**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

### Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, for appropriate action.

## **INTIMIDATION OR HARASSMENT**

All students are to be free to attend school without concern of threats or demands. Sexual harassment is a form of discrimination that violates the 14<sup>th</sup> Amendment to the U.S. Constitution, Title IX or the Educational Amendments of 1972, and most state constitutions. In its simplest terms, sexual harassment is deliberate and/or repeated sexual or sex based behavior that is not welcomed and is not asked for. It may be, but is not limited to: physical touching or interference with movement, verbal epithets, derogatory comments or slurs, and/or visual displays of derogatory cartoons, drawings, posters, or messages. In order to constitute sexual harassment the conduct must be unwelcome, undesirable or offensive to the harassed person, and not be solicited or incited by that person. Likewise general harassment refers to conduct which targets race, nationality, ethnicity, religion or disability. Harassment of, or threats to students, employees of the district, or the board of education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension or expulsion.

## **CYBER HARASSMENT**

Any communication or materials created outside of school, including internet messages, text messages, phone messages, that are discussed or brought into the school setting, or that substantially interfere with the educational process are subject to disciplinary action.

## **FIGHTING OR ASSAULT/BATTERY**

Attempting to cause and/or causing injury to another student or staff member. Disputes between members of the school community should be settled through proper channels. Any student participating in a fight or assault may be suspended out of school, expelled or otherwise disciplined. Additionally, any student who incites, encourages and/or instigates a fight between parties and is reported as doing so by a staff member may be suspended from school.

## **EXPLOSIVES, INCENDIARIES, FIREARMS, WEAPONS, AND LOOK ALIKES**

To bring any kind of explosive material or look alikes to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look alikes or any other weapons, whether concealed or not. No student will be in possession of any object, which could reasonably be considered as a potential hazard to another person or another person's safety. Any student who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the school code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct. The board of education can expel a student for up to two years for any conduct that is in violation of the student code. On a case-by-case basis the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term "weapon" means the possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm include but are not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or look alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

## **FIRE ALARM AND FIRE FIGHTING EQUIPMENT**

Setting off false alarms or tampering with fire fighting equipment is unlawful. Suspension and a possible recommendation for expulsion may result.

## **GANGS, GANG ACTIVITIES AND UNAUTHORIZED ORGANIZATIONS**

The presence of gangs, gang activity, and gang related material causes a substantial disruption of the educational process. A gang is defined as any group of two or more persons whose purpose includes the commission of illegal acts, disruptive behavior and/or activities prohibited by law or by the school districts rules and regulations. The following rules have been enacted to prevent disruption and prevent gangs and gang activities by restricting the actions which foster such activities or which, because they are performed in relation to gang activity, endanger even those students who do not intend to show gang affiliation or membership. No student on or about school or at any school function:

- a. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, sign, symbol, or other things that may be viewed as evidence of membership in a gang. This includes the wearing of coats and hats during the school day.
- b. Shall commit any act or omission, or use any speech, either verbal or nonverbal showing membership or gang affiliation.
- c. Shall use any speech or commit any act promoting the interests of any gang activity, not limited to: \*Soliciting others for membership in any gangs; \*Requesting any person to pay protection or otherwise intimidating or threatening another person; \*Committing any other illegal act or other violation of school district policies; \*Inciting other students to act with physical violence upon any other person.

Any student who is first suspected of violating either paragraph a, b, or c of the above rules may be required, after being informed of the reasons why he/she is suspected of a violation and given the opportunity to state his/her version of the events, to surrender any material or thing or to take whatever steps necessary to rectify whatever is alleged to violate the policy. A conference may be required. Any material or thing surrendered by the student will be returned to the parent upon request. A refusal to surrender material or things, or to rectify the violations can result in the student being suspended for

insubordination. Any student who violates paragraphs a, b, or c will be subject to suspension and/or expulsion.

Body piercings representing gang affiliation are subject to a, b, and c of above. Body piercing is not always symbolic of gang affiliation, however, it may raise a concern regarding health and safety. Infections, injury to self and others are possible. These concerns and concern over obvious disruptions of the educational environment will be handled case by case as outlined above.

## **CELLULAR COMMUNICATION DEVICES AND ELECTRONIC PAGING DEVICES**

No student shall use a cellular phone during the school day (8:00 am to 3:05 pm). Students may possess a cellular phone during the school day but it must be turned off and out of sight. Students who use a cellular phone during the school day, or fail to keep it concealed, will have the phone confiscated and returned to a parent or guardian at their request. All other electronic communication devices are prohibited. A second violation of this policy will result in a Saturday detention. All subsequent violations will result in more severe consequences.

## **THEFT**

Unauthorized removal or possession of students' or staffs' property, or of school property will result in disciplinary action appropriate to the offense.

## **TRESPASSING**

All visitors must register in the main office upon arrival. Students are not permitted in restricted areas. Students who are suspended or expelled are not permitted on school grounds during the suspension or expulsion.

## **VANDALISM**

Littering, defacement, or destruction of property belonging to students, staff, Board of Education, or District #535 will result in disciplinary action. Vandalism can include tampering with safety equipment.

## **ALCOHOL, CONTROLLED SUBSTANCES, AND LOOK ALIKES**

The possession or use of tobacco products, alcoholic beverages, drugs, drug paraphernalia, or look-alike substances, or being under the influence of same, is prohibited at any time, at any school in the school district. Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase, or sale of any alcoholic beverage, drug paraphernalia, controlled substance, look-alike, tobacco, or tobacco product is prohibited in school buildings, on school buses, and on all other school property or school related events at any time. For the purpose of this policy, look alike substances shall be defined as a substance which by dosage unit, appearance including color, shape, size, container and/or packaging, or markings, would lead a reasonable person to believe that the substance is a controlled substance, or is expressly or impliedly represented to be controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance. For the purpose of determining whether the representation made or the circumstances of the distribution would lead a reasonable person to believe the substance to be a controlled substance under this clause (2) of subsection (y) the court or other authority may consider the following factors in addition to any other factor that may be relevant:

- a. Statements made by the owner or person in control of the substance concerning its nature, use or effect;
- b. Statements made to the buyer or recipient that the substance may be resold for profit;
- c. Whether the substance is packaged in a manner normally used for the illegal distribution of controlled substances;

- d. Whether the distribution or attempted distribution included an exchange of or demand for money or other property as consideration, and whether the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings, or weekends. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession. Any student who manufactures, sells, delivers, transfers, possesses, uses or is under the influence of any alcoholic beverage, marijuana, any controlled substance, look alike substance or related drug paraphernalia other than as prescribed by a physician, or any other intoxicating substance on school grounds, at any school sponsored event or any other occasion that the school shall have legitimate interest in regulating, shall be subject to disciplinary consequences including up to ten (10) days suspension from school and recommendation for expulsion.

### **REASONABLE SUSPICION BASED TESTING**

If a reasonable suspicion exists (based on specific, contemporaneous, articulable, observation) a school administrator may request a student submit to testing to determine if there are any prohibited substances in the student's system. Students who refuse to submit to testing will be suspended for possession and use. A positive test will result in suspension. In either case a recommendation for expulsion may occur. A portion of the suspension and or the recommendation may be held in abeyance during a probationary period during which the parents may choose to enter their child in a counseling program. The decision regarding this will be made by a certified district administrator.

**POSSESSION:** Any student who is in possession of, or in control of, any alcohol, or other illegal or controlled substance. Possession is defined as to the student's person, clothing, supplies, locker, desk, automobile, or school property used for the storage of said substances.

**DELIVERY/INTENT TO DELIVER:** Transfer of, possession or control of any prohibited substance, whether or not that substance is in that person's immediate possession. Delivery includes but is not limited to any gift, sale or exchange or other transfer with or without payment or other considerations. Penalties for violations of the above policy can range from suspension to an immediate recommendation for expulsion.

**PARAPHERNALIA:** The possession, use, distribution, purchase, or sale of drug paraphernalia is prohibited. Examples of drug paraphernalia includes rolling papers, pipes, clips, needles, violation of this policy may result in the student being suspended or recommendation for expulsion.

### **SEARCH AND SEIZURE**

School authorities may search a student and/or a student's personal effects when there are reasonable grounds for suspecting that the search will produce evidence that the student is violating either the law or a school policy. School authorities may also search a vehicle on school premises if there is reasonable suspicion of contraband in the vehicle in violation of criminal law or school rules. School property, including, but not limited to, desks and lockers are owned and controlled by the district and the district may make reasonable rules regarding its use. School authorities are authorized to conduct administrative inspections of school property as a means of protecting health, safety, or welfare of the district; it's employees and students, without notice to/or consent of the student and without a search warrant. If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or district policy such evidence may be seized and disciplinary action taken. When appropriate, this evidence may be transferring to legal authorities. Students who refuse to cooperate with a search conducted in

accordance with this policy shall be deemed to be in violation of school policy on insubordination and shall face appropriate disciplinary consequences. This policy is in agreement with the Illinois School Code.

## **POLICE ASSISTANCE**

In situations where a student refuses to cooperate with school staff in the proper execution of their duties, or participates in conduct which is disorderly, or which also may be a violation of criminal laws, the local police department may be called upon to assist staff members.

## **STUDENT REGULATIONS**

### **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

Putnam County High School has a closed campus. Once students arrive at school they are not permitted to leave until the conclusion of the school day without permission from the principal or the principal's designee. A student will be considered to have arrived at school once the student boards the school bus, is dropped off at school or an area adjacent to the school, or is the driver or passenger of a vehicle on school property, including the roadway surrounding the vicinity of the school. A student that is off campus without permission will be considered truant and additional consequences added for being off campus.

1<sup>st</sup> offense: Saturday detention, in school suspension or out of school suspension

2<sup>nd</sup> offense: In school or out of school suspension

3<sup>rd</sup> offense and all subsequent offenses: Out of school suspension

In addition, students who leave campus driving a motor vehicle shall also face loss of driving privileges. Students driving a motor vehicle who also pick up other students that have arrived at school will face a loss of driving privileges.

### **ELECTRONIC ENTERTAINMENT DEVICES**

Radios, tape players, or other electronic instruments or games are not to be brought to school unless permission is obtained from the principal in advance. Such instruments can interfere with the educational program and are a temptation to theft.

### **SCHOOL PROPERTY**

If a student damages school property, the student will be charged for the repair or replacement of the property damaged. The student may also be subject to disciplinary action.

### **LOCKERS**

Students are advised that the administration has the right to open and inspect student lockers should there be reasonable suspicion of anything inappropriate, improper, illegal, or unsafe within.

### **PURSES AND BOOK BAGS**

In order to maintain a safe environment in the classroom, ladies' purses and student book bags are to remain in their lockers.

### **OPEN CONTAINERS/BEVERAGES**

In order to maintain a safe, clean environment and to protect persons and property, no open beverages or containers may be brought into the building. Items purchased at school or brought in closed and sealed may be consumed in the Commons. At no time are open containers or beverages allowed in classrooms or hallways.

## **USE OF VULGAR, OBSCENE LANGUAGE OR GESTURES (not directed at school personnel)**

Use of vulgarities and obscene language and gestures is not conducive to the best educational atmosphere and will not be tolerated anywhere on school grounds or at any school activities. Name calling, racial slurs or derogatory statements addressed to others are not tolerated. Violations will result in disciplinary action.

## **DISRESPECT/USE OF VULGAR, OBSCENE LANGUAGE OR GESTURES DIRECTED TO SCHOOL PERSONNEL/INSUBORDINATION**

All members of the school community must treat each other with respect at all times. Disrespectful, demeaning or discourteous behavior directed at school personnel will not be tolerated. Violations will result in disciplinary action and could be interpreted as gross misconduct. Insubordination is the failure to obey a reasonable request.

## **STUDENT LANGUAGE/STUDENT EXPRESSION**

The administration reserves the right to prohibit expressions, which may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions that are considered obscene to minors; are libelous or slanderous; injures, harasses or invades the privacy of other people; or disrupts the orderly operation of school.

## **USE OR POSSESSION OF TOBACCO**

Students are not permitted to smoke or chew tobacco on campus, anywhere in the school building, or at any school function. Smoking is prohibited on buses. To possess, consume, or smoke tobacco in any of its forms is prohibited. All tobacco products will be confiscated.

First incident.....three day suspension

Second incident....five day suspension

Third incident.....seven day suspension

A fourth incident is a flagrant violation and will be handled accordingly. In addition county and local ordinances prohibit use of tobacco. Violations will be reported to law enforcement.

## **STUDENT APPEARANCE**

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

## **INAPPROPRIATE DRESS (Board Policy 710-07)**

Putnam County High School encourages students and their parents to select responsible styles of dress that are appropriate for a healthy educational environment conducive to the educational achievement of the educational goals of the community. Clearly the responsibility for appropriate dress for school rests with the students and the students' parents. It is necessary for schools to outline what is inappropriate and can cause a substantial disruption of the educational process. Students should maintain an appearance that will not impair or endanger their health or safety.

A complete list of what is inappropriate for school and what would cause a disruption of the educational process would be impossible. Some examples are listed below to use as guidelines:

- a. The clothing that students wear should cover them from at least the shoulder to mid thigh. Short shorts, halter or tube tops, and transparent clothing, bare midriffs, low cut or sagging pants are not allowed.

- b. No clothing is allowed that displays or communicates drug or alcohol advertisements or names, profane language, or vulgar statements; hate messages, sexual innuendo, tobacco ads, suicide or violent messages.
- c. During the school day, coats, jackets, hats, or bandannas are not to be worn in the building.
- d. Clothing with holes in inappropriate places may not be worn.
- e. Hats are not allowed to be worn in the building at any time.
- f. Shoes are to be worn at all times.
- g. Any clothing, symbols and so forth that relate to gang symbols, gang membership, etc.

Students who dress in an inappropriate manner will be given the opportunity to rectify the situation. Changing, covering, or turning shirts inside out are acceptable options. If a student refuses to rectify the situation, a written referral will be filed with the principal. The principal will meet with the student in a timely manner, advise the student of the problem and alternatives and attempt to inform the parent of the situation. If the student fails at this point to rectify the situation, the student will be considered insubordinate and appropriate disciplinary action will be taken. Continued violations of the above policies will necessitate more severe disciplinary actions, which may include suspension or recommendation for expulsion.

## **TARDY POLICY**

1. Students are tardy if they are not in their seat when the bell rings.
2. A student who is more than five minutes late to any class will be considered as absent and truant for the entire period and the eleven day rule will take effect.
3. The tardy system will be in effect for only a semester and will begin again in the new semester. Each tardy will be submitted by the classroom teacher to the office and the office will record total tardies, not tardies per class period. On the first and second total tardies, there will be a verbal warning. On the third total occasion of tardiness the office will inform the student that a third tardy has occurred, and an office detention will be assigned. On a fourth tardy the same procedure will occur. A fifth and all subsequent tardies will result in a Saturday detention. Chronic tardiness, fifteen (15) per semester, could result in the student being suspended from school.

## **COPYING/PLAGIARISM**

All school assignments turned into the teachers for course credit are presumed to be the individual work of the student unless otherwise identified. Copying or permitting another student to copy material turned in for course credit, will result in the loss of credit for such material and could result in a failing grade for the marking period. The parents will be notified by progress report and disciplinary action may result.

## **CHEATING**

Using, submitting or attempting to obtain data, answer to work dishonestly, by deceit or by means other than those authorized by the teacher could result in a zero on the assignment, notification of parents and possible disciplinary action.

## **FORGERY**

Forgery is altering information with the intent to deceive. This includes the use of forged materials and any form of pass abuse and of deceptive phone calls to impersonate or misrepresent identity.

## **PASSES**

During a class period a student must have an official pass in order to be in the halls. The pass must have the student's name, date and time, and an authentic teacher's signature. Students are required to show their passes to a teacher when asked. Students who are in the halls without authorization will receive a detention and students who are chronically wandering will lose pass privileges. Students who wish to leave

the school building (to go to their car or to any other restricted area) must receive a pass from the office signed by the principal, dean of students or their designee.

## **RESTRICTED AREAS**

Students are barred from the following areas during the school day unless they have special permission: All parking lots, bus area, athletic and physical education fields (unless participating in class, practice or game), maintenance rooms, kitchen, stage area, locker rooms, and storage areas. Students found in restricted areas may be subject to disciplinary action.

Students who leave the school building during an extracurricular activity, must leave the school grounds, and will not be readmitted to the extracurricular activity.

## **RESTRAINT**

Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm. Section 5/24-24 of the Illinois School Code establishes that a teacher or other employee of a district providing related school services or other school personnel may use reasonable force for the purpose of self defense or defense of property.

## **OBSTRUCTION OF AN INVESTIGATION/SLANDER/LIBEL**

Students who willingly obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to students and staff safety and will be subject to the board's penalties for misconduct. Students who willingly and knowingly make false statements about other students, faculty and/or staff members to intentionally injure a person's reputation shall be considered in violation of the school policy against harassment.

## **CONFISCATED MATERIALS**

Materials/items/contraband deemed inappropriate for school may be confiscated. The high school is not responsible for anything that remains unclaimed after 10 days.

## **VISITORS**

While visitors to school are welcome at anytime, school premises are for school business only. As required by Illinois School Code, all visitors must report directly to the main office to secure permission to be on campus. Visitors who do not comply with this regulation will be considered trespassers and may be prosecuted. Any person wishing to visit a class and/or teacher must obtain permission in advance from the principal.

Students who wish to bring a visitor to school must follow the following procedures. Luncheon visitors are not permitted without approval in advance.

1. Bring a note from home requesting the school permission for the guest to visit. The parent/guardian assumes all responsibility for the guest. This must be presented at least one full day in advance to all teachers whose classes will be observed and returned with the teacher's signatures to the principal. The principal will then decide to issue the visitor a pass.
2. Student visitors are not allowed to ride the school bus.
3. No visitor's passes will be issued during the first two weeks of each semester or during any testing period.
4. Visitors are not permitted to visit Putnam County High School if their own school is in session on the day that they wish to attend, without the written permission of their school principal.
5. In general, a visitor's pass will not be issued in cases where there is no apparent educational value or there is a likelihood of disturbance of the educational process.

## **PERMIT TO LEAVE SCHOOL**

Students are not to leave the school building during the school day, without receiving clearance from the office. Occasionally it becomes necessary for students to leave school during the day or for a portion of the day. Students who leave with valid cause must receive permission from the main office. A doctor's note or other means of verification of absence may be required. Students who become ill during the school day should report to the office. If possible parents/guardians will be called to release the student. No student will be released without permission from a parent or guardian identified on the emergency forms.

**AT NO TIME SHOULD A STUDENT LEAVE SCHOOL WITHOUT PERMISSION FROM THE PRINCIPAL'S OFFICE.** Failure to observe this rule will result in an unexcused absence. Students in violation of this policy will be considered truant. Additional violations of this rule may result in suspension.

## **PUBLIC DISPLAY OF AFFECTION**

It may be trite to point out, but there is a time and a place for everything. A public school building is not the time or the place for kissing of any kind, and/or other forms of petting. Students will be admonished on the first offense by the teacher or staff member. Second and all subsequent offenses shall result in disciplinary action. This policy extends to school grounds, parking lots, school buses, etc.

## **RESTROOMS**

The restrooms located at the west end of the building are for use by students before and after school and during lunches only. During the school day the washrooms located in the classroom corridor should be used.

## **SCHOOL DAY**

All students must report to the commons area or to their scheduled first period classroom upon entering the building prior to the beginning of the school day. The Media Center is off limits and students should not congregate in the hallways. Students who are late in arriving to school for the start of the school day should report to the Main Office before going to class. Teachers will be in their classrooms by 7:55 a.m. each day in order to make themselves available to students who might need help. We encourage students to make use of this time.

## **DRIVING TO SCHOOL**

Students who drive to school will park their car upon arriving and not return to the car until the end of the school day. Students must park in the west parking lot. The first row of parking is reserved for faculty and staff. Students should not park in those areas. Students who drive to school can be denied the privilege of using the school parking facilities by violating the above standards or by reckless driving or other inappropriate behavior in the school parking lot. This includes, but is not limited to, smoking in vehicles, squealing of tires, and speeding or carrying on any activities in violation of the school rules described herein. Disciplinary action will be taken for violations of these rules, which could include detention, suspension, or expulsion. Driving to and from the Area Career Center is expressly forbidden unless prior permission is obtained from the principal. Violation may result in detention, suspension, and removal from the ACC. School officials may search autos on campus if there exists a reasonable suspicion of contraband in violation of state law or school rules.

Students who drive to school must register their vehicles in the office within the first two weeks of school or when they begin driving to school. Students will be assigned parking stickers that must be affixed to their cars. The numbers of the stickers will correspond to numbered spaces in the lot. Parking spaces will be assigned to students on the basis of grade level (seniors, juniors, sophomores). Students must park in assigned spaces.

## **SECURITY CAMERAS**

Putnam County High School is equipped with security cameras that maintain 24-hour video security. Cameras are placed at entrances, in hallways, and parking lot. The school office has a monitor so that school personnel can observe school areas. Video records are kept and may be reviewed when safety or security issues are involved. Tapes may also be reviewed at random. Viewing of videotapes is limited to individuals having a legitimate or administrative purpose. Videotapes will be reused or erased unless needed for an educational or administrative purpose.

## **FIELD TRIPS AND RECREATIONAL CLASS TRIPS**

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

### Recreational Class Trips

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

## **REGULATIONS GOVERNING HIGHSCHOOL DANCES OR OTHER ACTIVITIES**

1. School sponsored dances at night may only be held the day preceding the day on which school will not be in session.
2. Students who are not part of the Putnam County High School student body are not permitted to attend unless accompanied by a PCHS student. PCHS students must submit the name of the guest to the dance sponsor at least 48 hours in advance of the dance or activity. Students who are below the 9<sup>th</sup> grade will not be allowed to attend PCHS dances.
3. Clothes worn at the dances must be appropriate for the occasion and throughout the occasion.
4. No dances will be held without supervision and prior approval of the principal.
5. Evening dances will close no later than 11:00 p.m.
6. Participants must stay at the dance or activities, must be in attendance within the parameters set for the event, and once students leave they may not return.
7. Students who are absent from school during the day may not attend extracurricular activities after school or in the evening.
8. Students who leave an extra curricular event or function will not be readmitted.
9. Students must arrive at the dance no later than 8:30 and may not depart until 10:30, unless other time parameters have been set for the event.

## **SCHOOL DANCES**

Putnam County High School students, who wish to bring an outside guest to a school dance (including Prom) must submit the name of their guest to the administration at least 7 days in advance. No out of school guests who are 21 years of age or older will be approved for participation or admitted to school

dances. No junior high students will be admitted to school dances. The administration reserves the right to deny the participation of any outside guest at any Putnam County High School dance.

## **SPECIAL EDUCATION SERVICES**

If a student is currently part of a case study evaluation or receiving Special Education services, an IEP meeting will be called to include the appropriate staff members. This student's schedule will not be changed unless the IEP team makes the recommendation to do so.

## **GROSS DISOBEDIENCE/MISCONDUCT**

Continuing disobedience and/or chronic violations of school rules, probation terms, or discipline contract which has either interfered with the rights or safety of the faculty/staff and/or other students or disrupted the students education process is considered gross disobedience and shall be subject to the Board's disciplinary penalties for misconduct. Any behavior that is considered glaringly obvious or flagrant or extremely coarse and vulgar behavior will be considered gross misconduct. Gross misconduct is a serious violation of the educational process and, depending on the nature of the act may be punished with a suspension and a possible recommendation for expulsion.

## **TEACHER ASSIGNED DETENTION**

Teachers are the first line of school discipline and classroom management is the key to effective education. Teachers may assign detentions for inappropriate behavior. Teacher detentions are time segments served with the teachers. When necessary, teachers will allow one day for students to make appropriate arrangements. Students who fail to report for a teacher assigned detention will be referred to the office and assigned to two office detentions.

## **OFFICE DETENTION**

Office Detentions are scheduled for Mondays, Tuesdays, and Thursdays from 3:08 to 3:45. Office detentions can be assigned for minor or more serious disciplinary infractions. Students will be assigned to the next available date unless other arrangements are made with the principal. Students who are late for or fail to report for an assigned detention will be assigned two (2) detentions. Students who miss detentions that were rescheduled will be suspended from school for one (1) day.

## **EXCESSIVE DETENTIONS**

On the occasion of a student's 5<sup>th</sup> office detention issued for misconduct other than tardiness in a semester the student will be issued an out of school suspension for continued misconduct. Further misconduct detentions may be issued according to the following schedule:

Consequences – 5<sup>th</sup> detention: out of school/in school suspension or a Saturday Detention

10<sup>th</sup> detention: out of school 3 days

15<sup>th</sup> detention: out of school 5 days

Continued unabated misconduct beyond 15<sup>th</sup> detention will be subject to disciplinary action, which may include a ten-day suspension and a recommendation for expulsion to the Board of Education.

## **SATURDAY DETENTIONS**

This program provides an alternative to certain out of school suspensions and another level of detention for more serious offenses. Saturday detention might be used in the case of a student who cuts a class a second time, or a student who is suspended out of school for missing detention. This program would not be an option for offenses considered to be gross misconduct, swearing/disrespect to staff, fighting, and smoking.

Saturday detention begins at 8:00 a.m. and concludes at 12:00 p.m. Students that are late will not be admitted. Students who are late or fail to attend Saturday detention shall be assigned an in school or out of

school suspension. Students will report to the Media Center with work sufficient to keep them busy for the entire period of time they are there. The rest of the building is off limits. Anyone who arrives to the Media Center without sufficient materials will be sent home and counted as a no show for that day.

Saturday detention is a place for quiet study. Regular school rules apply. There will be no sleeping, no talking, no food or drink, no radios or tape/CD players of any kind, etc allowed. Students are to remain in their assigned seat the entire time.

There will be no washroom or water fountain passes issued. The students will be given a ten minute break from 10:00 to 10:10. During that time students are to remain in the Media Center area or hallway.

Students may also be assigned Saturday detentions after accumulating five (5) or more after school detentions. Any student who accumulates five (5) or more detentions will be required to serve those detentions during a Saturday detention session.

## **CLASSROOM EVICTIONS**

As stated elsewhere in the handbook, teachers are responsible for classroom discipline; however, occasions may arise when students are evicted from class: A student will be sent out of class by a teacher when the student's conduct would keep the class from continuing in an educational manner. The student must report immediately to the Main Office. When possible the student will have an immediate conference with principal or designee. The student will submit a written version of the incident. The student will be assigned two detentions (unless the offense is suspendable as defined elsewhere in this handbook). The student will report to the Main office on the next day during the period that he/she was evicted. The teacher's version and student's version do not have to agree. The teacher who evicts the student from class will contact the parents of the student as early as possible. In the case of a second eviction from the same class, the same procedure will be followed except that the student will receive a Saturday detention. After a second eviction, a conference with the parent, teacher, and student will be called by the principal/dean. A Behavior Management plan will be created. If a third eviction should occur from the same class, the student may be assigned to two Saturday detentions. A conference should be held at this time to discuss the student's placement in the class he/she has been evicted. The student may be suspended from class and placed in a study hall. Classroom evictions and suspensions are considered unexcused absences from class and can affect attendance and grade reports for that class. A student who self-evicts from a class may be considered in violation of school policy on insubordination. In cases of a student self-eviction, the principal, dean of students and classroom teacher shall meet to discuss the circumstances of the self-eviction and the consequences for the self-eviction.

## **BEHAVIOR REMEDIATION PLANS**

Upon consultation with the principal and a student's parents a teacher may elect to place a student on a remediation plan. This plan will spell out for the parties concerned the expected behaviors for a class. It will also define the consequences for a student's failure to change disruptive behavior. A failed remediation plan may result in the student being dropped from the class or suspended depending on the seriousness of the misconduct.

## **IN SCHOOL SUSPENSIONS**

The principal or designee may assign an in school suspension to a student for serious or repeated violations of school rules. During the in school suspension the student will be given all appropriate assignments to be completed during the suspension. Students who complete work (in the designated time) during an in school suspension will receive full credit for that work. A student who accumulates excessive in school suspensions may be suspended from school as the next step in the disciplinary process. Students who refuse to serve an in school suspension, or students who are evicted from an in school suspension for disruptive behavior, will be assigned a three day out of school suspension with no credit for work missed during that suspension.

## **OUT OF SCHOOL SUSPENSIONS**

The principal or designee may suspend a student from Putnam County High School. Suspensions are issued for serious violations of the discipline policy. In all cases the student will be given an opportunity to meet with the principal or designee and have the opportunity to explain his/her guilt or innocence. The student must keep in mind that this is not a court of law and school are held only to the standard of "reasonable suspicion". Upon the decision to suspend, the parent will be notified as soon as possible. Students who are not satisfied with the results of the preliminary hearing may request, in writing, a hearing with the superintendent and/or the Board of Education.

Students, who are suspended from school on the first occasion, will receive 50% credit for schoolwork missed during the suspension. All subsequent suspensions from school shall result in no credit for work made up. Students who accumulate three (3) out of school suspensions in the same semester may be recommended to the Board of education for expulsion.

## **EXPULSION**

In cases of gross misconduct or conduct, which is specifically in violation of this Code, the principal or superintendent may recommend to the school board that expulsion proceedings be initiated. The Board has the authority to expel a student for up to two years under the School Code.

## **ATTENDANCE POLICY**

### **Attendance and Truancy**

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 and 17 years of age (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. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. 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 his or her religion forbids secular activity on a particular 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, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

#### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and School Board 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 process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.

3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.
4. Methods 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.
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
6. 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.
7. 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.
8. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
9. 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.
10. 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 6 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, *Students School Admissions and Student Transfers To and From Non-District Schools*.
11. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

## **EXCESSIVE ABSENCES**

To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of ten absences from any class for the semester. The eleventh absence per class per semester is considered excessive and may result in a loss of credit for that class. All absences, excused and unexcused, will be included in the count.

The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to gain credit.

Step 1: When a student has accumulated five (5) absences, excused or unexcused, in the same class in one semester, a notice will be sent to the parents upon the occasion of the fifth absence.

Step 2: Upon the seventh (7<sup>th</sup>) day of absence in the same class in the same semester, a notice will be sent to the parents from the principal's office. The guidance counselor will contact the student and take appropriate steps to resolve the problem. These steps may include a family conference, referral to a

truancy officer, or a referral to community supportive services. In addition, students will be required to provide verification of further absences.

Step 3: On the tenth (10<sup>th</sup>) absence from the same class, each semester, a notice will be sent to the parents from the principal's office. A Review Board (made up of the Principal, Dean of Students, and 3 teachers who rotate the responsibility each semester) will meet with the counselor to consider the reasons for these absences, and appropriate remediation conditions may be assigned. If these remediation conditions are not met, every absence after the 10<sup>th</sup>, that is not deemed excused by the administration, will be considered unexcused and result in loss of credit for that day in that class.

Out of school suspensions count as unexcused absences toward this ten day total.

### **Consideration of absences after the 10<sup>th</sup> absence**

Each absence after the 10 day limit will be recorded as Unexcused unless deemed excused by the administration. Students with an unexcused absence will receive no credit for work assigned or completed on those specific days unless students produce official documentation of an appointment to the principal's office on the day they return to school – doctor, dental appointment, court papers, or other as deemed excused by the administration. ABSENCES FOR AN EXTENDED PERIOD OF TIME FOR A VALID MEDICAL REASON WILL BE BLOCKED AND COUNTED AS ONE DAY ABSENT FOR THE PURPOSES OF THIS POLICY.

**It is within the sole discretion of the high school administration to determine whether the student's absence is excused or unexcused.** If a student is absent from school without valid cause, then such truancy will result in loss of credit. Parents and guardians must provide reasons for student absences to the administration. The principal, dean of students, or other designees of the principal are the only persons who can excuse absences.

## **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school for an extended period of time or ongoing intermittent absences, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services shall begin as soon as eligibility is established. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

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.

## **ABSENCES**

The State of Illinois allows the school to sanction only absences for "valid cause". "Valid Cause" for absence shall be illness, observance of religious holiday, death in the immediate family, family emergency, and shall include other situations beyond the control of the student as determined by the Principal, or other circumstances that may cause reasonable concern to the parent for the safety and health of the student. Therefore, parents must keep the school informed as to why their children are absent by telephoning the school as to why their children are absent by telephoning the school at either the 24-hour answering machine, 815 882-2800 ext. 6, or, during school hours, the parents may call the school office. Absence will

be classified as either excused or unexcused. The following lists are intended only as a guide and are not all-inclusive.

## **DETERMINING EXCUSED OR UNEXCUSED ABSENCES/TARDIES**

The principal or designee will decide whether a student is to receive an excused or unexcused absence/tardy regardless of the parents' approval for their child's absence.

### **EXCUSED ABSENCES ARE GIVEN FOR: (limit of 10 per semester)**

1. Student illness, serious enough to keep him/her at home.
2. Illness in the family of such a nature that the student's help is needed at home.
3. Death in the immediate family.
4. Unusual circumstances that must be APPROVED IN ADVANCE by the Principal.

### **UNEXCUSED ABSENCES ARE GIVEN FOR:**

1. Oversleeping
2. Problems with the car
3. Shopping
4. Picnics
5. Unexplained "Personal Reasons"
6. Missing the bus
7. Hunting or Fishing

An unexcused absence will result in a student not being allowed to make up work, quizzes, or tests. No credit will be granted for class work missed.

## **PERFECT ATTENDANCE**

As stated elsewhere in this handbook, attendance at school is expected if a student is to be successful. Attendance in classes is an experience that cannot be duplicated by "made up work". Perfect Attendance is a goal that all students should strive to achieve. Putnam County High School does not encourage students to come to school when they are ill. Students that have achieved perfect attendance will be honored as part of the honors day activities held in the spring of every year and the special achievement of the student's perfect attendance will be rewarded. For the purpose of this policy, Perfect Attendance is defined as any student who has recorded no half or full day absences.

## **ATTENDANCE COMPUTATION**

A student must be in school at least:

1. 150 minutes for one-half day credit in the attendance register.
2. 300 minutes for a full credit in the attendance register.

## **PREARRANGED ABSENCE**

At times parents become aware that an absence will be necessary and they wish to arrange for the student to be out of school in advance. The procedure for prearranging an absence is as follows:

1. The student must bring a written request from home at least three (3) days in advance, the student must notify all his/her teachers.
2. It remains the student's responsibility to obtain all work missed during an absence and the work must be turned in the date of the return to school.

A senior or junior may be excused for two (2) college days to visit a college or for a job interview. These dates must be prearranged with the Guidance Counselor at least (3) three days in advance with written notification from the college or interviewer as well as written documentation of the visit provided upon the

student's return to school. Noncompliance with these stipulations will be cause for the absence to be unexcused.

## **TRUANCY**

A truant is defined as any student subject to compulsory attendance at school who is absent without valid cause for a school day or any portion of a school day. Truancy may also be defined as willfully walking out of a class before dismissal or being more than five (5) minutes late to a class.

On the first occasion of truancy, a student will serve an after school detention for each period that is missed. Five (5) detentions will be assigned for missing the entire day. The student will receive zeroes for all missed work. If a student is truant a second time (one (1) period to a full day) the student may be given up to two (2) Saturday detentions and zeroes will be recorded for all work missed during the absence. A student that is truant a third time will be suspended from school for up to three (3) days and a parent teacher conference will be scheduled. A fourth incident of truancy may cause the student to be withdrawn from class and placed in a quiet study hall. No credit will be earned for that class.

## **MAKE UP WORK POLICY**

Work missed during a sanctioned absence will be made up by the student within double the number of school days that the student was absent. A student may make up work that is missed during an unsanctioned absence; however, no credit will be given for that work, unless the individual teacher and student agree to other arrangements. When a student returns from an illness, they should meet with each teacher to determine the correct and most convenient procedure for completing the assignments that were missed.

## **AWARDS AND CERTIFICATES**

There are many valuable awards and honors, which can be earned by students at PCHS. Students are honored at special programs presented in May with awards and certificates for the following:

American Legion Awards, Athletic Awards, Brenda Bishop Scholarship, D.A.R. Award, Deck Memorial Scholarship, Dusty Khoury Scholarship, FFA Awards, Farnsworth Essay Contest, Hazel Marie Boyle Scholarship, Helen H. Tyler Scholarship, Honor Roll, Illinois State Scholars, IVCC Foundation Scholarships, Joyce Kuhne Scholarship, Knute Hamel Scholarship, Music Booster Scholarship, Music Awards, National Honor Society, Justi Science Scholarship, Nelson Family Trust Scholarship, PCEA Scholarship, Perfect Attendance, Student Media Assistants, Top 10 Seniors, Veteran's Scholarship, Wilhelmena Whitaker Award, William I. Tyler Scholarship, Robert V. and Marquerite Klein Service Scholarship, Robert D. Straughn Community Service Award, Rotary Student of the Month

## **SURVEYS**

From time to time, in order to comply with grants, or supply research information, it is necessary for Putnam County High School to survey all or part of the student body. Parents who do not want their children to participate in this type of activity should contact the office.

## **CAFETERIA**

The cafeteria is for those who want to take advantage of a hot meal every day.

## **MEDIA CENTER**

The high school Media Center is well equipped with reference materials, books to enrich the curriculum, current magazines, recreational reading, and daily newspapers. Audio-Visual aides will be available for student use.

## **GUIDANCE SERVICES**

The primary function of this office is to assist students in making educational, vocational, and personal decisions. Each student will be scheduled for at least one conference a year; however, students are urged to schedule additional conferences whenever they need assistance. Appointments are made by stopping at the guidance office between classes, before or after school, and asking for a conference during one of the student's study halls. A library of college, scholarship, and occupational information is maintained in the guidance office and students are invited to browse through this material by making prior arrangements.

## **SPECIAL SERVICES**

Insurance – School accident insurance is voluntary and must be requested and paid for by the student. Athletes are required to carry school insurance or present a written waiver from parents.

## **SPECIAL EDUCATION SERVICES**

Special Education services are provided through a cooperative with the LaSalle Educational Alliance for Special Education.

## **RESPONSE TO INTERVENTION (RTI)**

RTI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RTI is to provide students with the help they need to be successful as early as possible in their school career.

## **SCHOOL BUS INFORMATION**

Students are to observe the same rules on the bus as in school. School authorities may enforce school disciplinary rules as it relates to misconduct in school.

## **TRANSPORTATION**

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

#### Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

### **USE OF VIDEO CAMERAS ON SCHOOL BUSES**

Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student or other person. Audio portions of tapes may be reviewed. They are also reviewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the superintendent, administrator (including the building principal), transportation director, bus driver, sponsor, coach, or other supervisor. A videotape may be reused or erased unless it is needed for an educational or administrative purpose.

### **BUS CONDUCT**

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Discipline*.
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 Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

#### Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video

and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

## **STUDENT CONDUCT**

Students are prohibited from tampering with the video cameras. Students who violate this regulation shall be disciplined in accordance with the school district discipline policy and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

## **INSTRUCTION TO SCHOOL BUS RIDERS**

Proper bus conduct is emphasized every year at the start of school. It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the rules governing school bus riders.

Passengers must be on time at the designated school bus stop. The bus cannot wait for late arrivals.

Stay off the road at all times while waiting for the bus.

Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.

While riding the bus, students are required to comply with all FIRST STUDENT rules posted in front of each bus as follows:

A student may be suspended or expelled from the bus at any time for gross disobedience or misconduct. The district's regular suspension and expulsion procedures shall be used to suspend or expel a student's privilege to ride a school bus.

The principal has the authority in determining the validity of each incident reported by a bus driver or supervisor. Special Education students will be considered per their IEP.

The following procedures will be used for each valid incident. The progression of offenses listed below is for each semester. In other words, students begin each semester with a "clean slate."

1. 1<sup>st</sup> Offense

Written warning from the bus driver or supervisor submitted to the building principal. Student is notified of the offense, counseled, and may be given detention(s) or missed lunch(es)/recess(es) at school. The warning is sent home for parent notification with parent response requested.

2. 2<sup>nd</sup> Offense

Written incident report from the bus driver or supervisor submitted to the building principal. Student is notified of the offense, counseled, and shall be given automatic detention(s) or missed lunch(es)/recess(es) at school. The report is sent home for parent notification with parent response requested.

3. 3<sup>rd</sup> Offense

Written incident report from the bus driver or supervisor submitted to the building principal. Student is notified of the offense, counseled, and given 2-9 days bus suspension. Parent is notified of offense and written report sent home with parent response requested.

4. 4<sup>th</sup> Offense

Written incident report from the bus driver or supervisor submitted to the building principal. Student is notified of the offense, counseled, and given a bus suspension up to ten days, and bus expulsion for remainder of the semester may be recommended to the board of education. Parent is notified of the offense and written report sent home with parent response requested.

5. 5<sup>th</sup> Offense

Written incident report from the bus driver or supervisor submitted to the building principal. Student is notified of the offense, counseled, suspended, and bus expulsion will be recommended to the board of education. Parent is notified of offense and written report sent home with parent response requested.

## **INCLEMENT WEATHER PLAN**

The decision not to open school because of inclement weather conditions rests with the superintendent. There are numerous factors involved in the decision, from the state legal requirements for days of school attendance to the safety and welfare of the students. Every attempt will be made for adequate notification to parents through the appropriate media.

### **CANCELLATION**

The Putnam County Community Unit School District 535 policy is to hold classes whenever possible. School will be canceled whenever it is determined that the school buses will have difficulty completing their routes. The administration is interested in insuring the safety of the students, and must also carry out its assigned task of education. The final decision whether a child should be kept home because of bad weather rests with the parent. Any time parents are worried about bad roads or weather they should keep their child at home.

### **DELAY IN STARTING SCHOOL**

When weather conditions are such that by delaying the start of school either one or two hours so the buses can then complete their routes, it will be announced as early as possible on the radio stations. When an announcement is made that buses will be delayed either one or two hours, school opening will be delayed either one or two hours and no students are expected in the buildings before the delayed opening time.

### **EARLY RELEASE**

When school is in session and a winter storm is entering the area, every attempt will be made to dismiss classes early to insure that all students can reach home safely. If an unexpected storm enters the area, all students will be held in the buildings until condition's change to allow their safe return home.

### **EXTRACURRICULAR EVENTS**

1. Varsity practice and games are not directly affected by school closings, because a small number of young adults are involved. For information regarding varsity and sophomore events – whether they will be held or canceled – listen to your local radio stations.
2. When school is closed because of weather conditions, all junior varsity and freshmen games are automatically canceled. Scheduled varsity and sophomore events may be played.
3. When school is closed, all junior high games and practices are canceled.
4. All other extracurricular meetings after school and canceled when school is closed because of weather.
5. When an extracurricular event is in session after school hours and a winter storm is approaching, the sponsor is responsible for insuring that all participants get home safely by following the procedures set for the regular school day.

### **RADIO STATION ANNOUNCEMENTS**

All announcements concerning adjustments in the school schedule due to inclement weather will be made on the following stations:

	<b>AM</b>	<b>FM</b>
WLPO/WAJK	1220	99.3
WLRZ – Peru		100.9
WZOE – Princeton	1490	98.1
WIRL – Peoria	1290	

Announcements will also be posted on the school district website: [www.pcschools535.org](http://www.pcschools535.org).

## INCLEMENT WEATHER PLAN

The inclement Weather Drill will be announced over the intercom. Six areas are designated as shelter areas. Students are to comply with the following procedure:

AREA I.....-Hallway between Room 13 and Kitchen - All students from the Industrial Arts Shop, Ag Shop, Kitchen, Restrooms west of Kitchen, Rooms 13, 14, 15, 16, 17 and 18 proceed to this area.

AREA II.....-Hallway north of the Auditorium - All students from the Commons Area, Auditorium, Stage, Media Center, Rooms 7, 8, 9, 10, 11, and 12 proceed to this area.

AREA III.....-Hallway south of the Auditorium - All students from the Principal's Office, Guidance Office, Athletic Director's Office, Mr. Swingel's Office, restrooms near Media Center, Rooms 0, 1, 2, 3, 4, 5 and 6 proceed to this area.

AREA IV.....-Hallway between Room 19 and Girl's Locker Room - All students from Room 19, Gym Storage Room, and restrooms next to Room 19 proceed to this area.

AREA V.....-Boy's Locker Room - All boys in the locker room remain in the room. All boys in the gym or outside proceed to this area.

AREA VI.....-Girl's Locker Room - All girls in the locker room remain in the room. All girls in the gym or outside proceed to this area.

## FIRE ALARM EVACUATION PLAN

If smoke or fire is detected within the school building, sound the fire alarm closest to you. Evacuate the building according to the established plan with occupants at least 50 ft. from the structure and out of the fire and emergency personnel's way. Teachers are reminded to take grade books, turn off lights and close doors when the classroom is cleared. This allows for faster security checks. The school emergency response team will check restrooms and other areas to assure evacuation. Check roll when everyone is out. Call: 911

Do not return to the building until authorized by officials.

## EVACUATION PLAN

1. When the fire horn is sounded, all students are to walk out of the building and remove themselves a minimum of fifty feet from the building.
2. Teachers having students in their classes when the alarm rings will supervise evacuation of students from the building.
3. If possible, teachers will close all doors before leaving their rooms, and be assured that all students, for whom they are responsible, are clear of the building.
4. Students will reenter the building by direction of their supervising teacher.

## PROCEDURE

Room 0 thru 1	-Out room door turn and through main entrance door
Room 2 thru 6	-Down east hall and through east hallway door
Room 7 thru 12	-Down east hall and through east hallway door
Room 13	-Out room doors, turn left and through main entrance door
Room 14 & 15	-Down north hall and through north hallway door
Room 16	-Out south door down west hallway and through west hallway door
Room 17	-Out room door, turn right and through west hallway door
Room 18	-Through shop and through north exit door
Room 19	-Out room door west and through west hallway door
Ind. Arts Shop	-Out through nearest exit door
Ag Shop	-Out north exit door
Media Center	-Out east doors
Auditorium	-Out main door south and out south entrance door

Commons	-Down west hallway out main entrance door
Kitchen	-Out west door, down north hallway and through west hallway door
Principal's Office	-Through main entrance door
Guidance Office	-Through south entrance door
Mr. Swingel's Office	-Through south entrance door
Athletic Director's Office	-Out door down south hallway through main entrance door
Gym	-Out west exit doors
Boy's Locker Room	-Out north exit door
Girl's Locker Room	-Out west door and through gym exit door
Restroom	-Through nearest outside door

## **STUDY HALL POLICY**

The policy for study halls at Putnam County High School is that they should be used for studying not for visiting with fellow students, listening to radios or music, or for playing games.

## **STUDENT BEHAVIOR RULES**

1. Students are to be in their assigned seats when the bell rings.
2. Students may not talk without special permission. The study hall teacher may grant one (1) student at a time permission to speak for three (3) minutes about school assignments.
3. A student must sign out every time he or she leaves the Media Center or room study hall. Students may sign out to the restroom, only, with special permission or a pass.

## **IN THE MEDIA CENTER**

4. Students are to keep all four legs of their chairs on the floor to prevent damage to the chair or themselves.
5. Throwing anything in the Media Center can result in a detention. Throwing anything dangerous can result in suspension from study hall.
6. The school rule about not taking soda or other liquids in a classroom will be strictly enforced in the Media Center and all computer areas.
7. After roll is taken, students may leave their seats without permission to use the reference books, magazines, newspapers, books, vertical files, or to check out materials. Students are to immediately return to their assigned seats with necessary materials.
8. The table and chairs in the magazine area are to be used for faculty, staff, and visiting adults for a conference area.
9. At the end of the period, students are expected to pick up any garbage around their tables and push in their chairs before leaving the Media Center.

## **RESTROOMS**

1. After roll is taken, students may sign out to the restroom.
2. Only one (1) boy and (1) girl are to sign out to the restroom at any one time.
3. Restroom passes are limited to 3 minutes.
4. Restroom passes are for the hall restrooms only, unless special permission is given.

## **CLASSROOM PASSES**

1. A student who is going to attend another teacher's classroom must have that teacher write a pass and give it to the study hall teacher prior to that student's study hall hour. The study hall teacher will allow that student to leave after roll is taken.
2. A student must sign in when leaving and returning to study hall.

3. A student must return to sign in at the end of the period when out on a classroom pass. The pass must be returned to the study hall teacher with the returning time and signature of the supervising teacher.

## **STUDYING TOGETHER**

Students may study together with permission when:

1. They are studying for a test.
2. They have a group project.

These students will be moved to the reference tables, if available. Otherwise, students are expected to do their own homework.

## **SPECIAL RULES FOR CLASSROOM STUDY HALLS**

1. Students follow the same basic rules as the Media Center study hall.
2. Students may ask for passes to the Media Center to get materials after the first five (5) minutes of study hall. This allows the Media Center study hall teacher time to take roll and check passes.
3. Students may be given passes to go the Media Center for materials. These passes are for five (5) minutes to get materials and return to their study hall.
4. Students requiring extra time for research must explain their need to get a research pass from their study hall teacher or Mrs. Campbell.
5. Students may be given passes to use the computers in the Media Center subject to availability. No student from a room study hall may use the computers for anything except assignments. (The only teachers allowed to write passes to computer labs are Mrs. Campbell and the business teachers. Student s may use these areas only when they are supervised.)

## **MINI COMPUTER LAB USE**

1. Students may use the computers during their study halls.
2. These students are to sign a computer use check in sheet explaining their use on entering the lab area.
3. If students need more computers than available Mrs. Campbell will write passes to use the bigger computer labs, if they are being supervised and the lab teacher agrees.
4. When more students want to sue the computers than computers are available, the student with the highest priority gets the computer.

## **PRIORITY OF STUDENT COMPUTER USE**

1. Students with class assignments
2. Students using word processing for reports or research papers.
3. Students doing review activities such as typing practice or typing class notes.
4. Students doing programming that is not curriculum related.

Note: Certain programs are considered games except when a teacher assigns them. These can be considered assignments only for a short time assigned by a classroom teacher.

## **MEDIA CENTER POLICY**

### **SECTION I – MAGAZINES AND NEWSPAPERS**

1. Current issues of magazines will be displayed in a magazine rack in the Media Center. All students may use the magazines in the Media Center.
  - A. Current magazines may not be taken from the Media Center during the school day without special permission.

- B. Current magazines may be checked out for overnight during the last period of the day or after school, and must be returned before the first class the next school day.
  - C. Some current magazines may be kept behind the circulation desk and in the media office. These may be used in the Media Center by signing a pink card.
2. Back issues of magazines may be checked out for two (2) weeks. To obtain a back issue, the student should use the Abridged Reader's Guide or the First Search to make selections. Current and back issues of magazines are checked out using barcodes through the automation system.
  3. Current copies of daily newspapers will be available in the Media Center.
  4. Students are not to mutilate magazines and newspapers.

## **SECTION II – REFERENCE AND RESERVE BOOKS**

1. All dictionaries, encyclopedias, atlases, and special references are found in the "Reference Section" of the Media Center.
2. Reference Books may not be taken from the Media Center during the school day without special permission.
3. Some Reference Books may be checked out overnight.
4. Reference Books should be returned to the correct place in the Reference Section when the student is finished with it.
5. Reserve Books are special books or other materials taken from the regular shelves and placed on "Reserve" for a limited time for a specific class. The teacher of that class makes the request.
  - A. Reserve material may be checked out for any one period during the school day but must be used in the Media Center.
  - B. Reserve materials may be checked out for overnight during the last period of the day or after school and must be returned before the first class the next school day.

## **SECTION III – GENERAL CIRCULATION**

1. All books in general circulation and vertical files may be checked out for two (2) weeks.
2. All materials from general circulation may be renewed for an additional two (2) weeks unless there is a "hold" on the material.
3. Students should bring their selections to the circulation desk where the Media Center Assistant will scan the barcodes to check out materials through the automation system and write the due date. The students may check out materials only under their own name.
4. A book drop in the circulation desk will be provided for the return of all Media Center materials.
5. When a book is removed from the shelf for browsing, the student should return the book to the correct place on the shelf.
6. All materials taken from the Media Center must be properly checked out at the circulation desk.
7. There will not be a limitation of the number of materials, which a student may check out, unless he/she proves unable to be responsible for materials.

## **SECTION IV – AUDIO VISUAL MATERIALS**

1. All Audio Visual materials are listed in the Public Access Computer (PAC).
2. All Audio Visual materials may be checked out of the media center with a teacher's permission. Examples: Videos, DVD's, Books on Tape
3. The student will be responsible for all Audio Visual materials and any borrowed equipment.

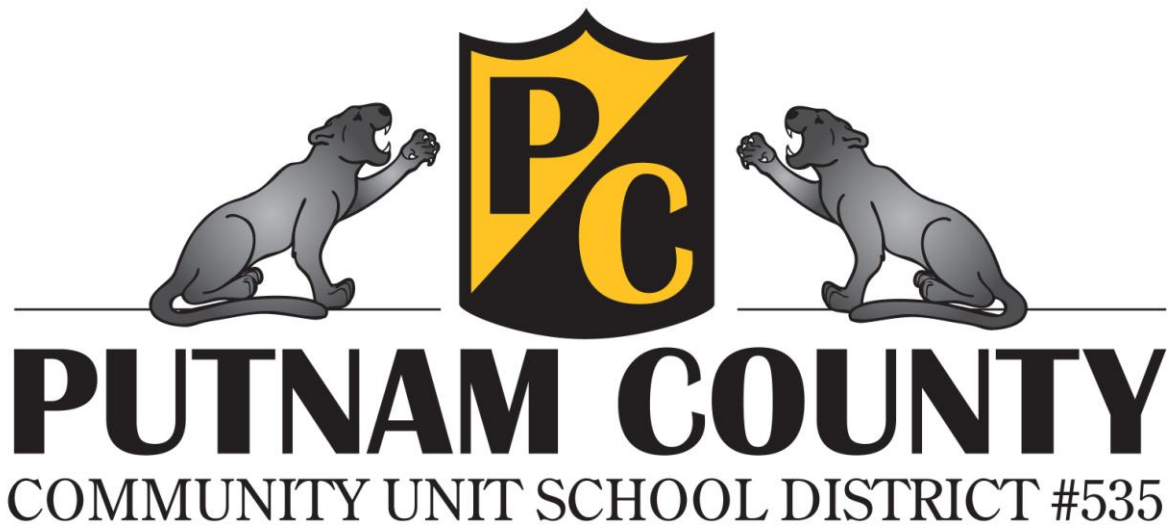
## **SECTION V – OVERDUE MATERIALS**

1. A fine of five cents per day will be charged for overdue general circulation books and back issues of magazines.
2. Because the Media Center has a limited number of Reference Books, current issues of magazines, and Reserve materials, a special fine of twenty cents per day will be charged for these overdue

materials. This special fine will be charged for materials not returned by the end of the first period following an overnight check out.

3. Fines are to be paid in the Media Center.
4. A lost or mutilated book will be replaced by the actual cost of the book.
5. A lost or mutilated magazine or vertical file packet will be replaced by a two dollar fine.

*Putnam County  
Primary Panthers*



*Where all students will learn and succeed  
and all means ALL*

Reviewed May 2010

**PARENT-STUDENT HANDBOOK  
2010-2011**

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The School Board and School Administration reserve the right to amend this Parent-Student Handbook.  
 Parents will be promptly notified if changes are made.

**Board of Education Mission Statement**

***Putnam County School District--Where all students will learn and succeed--and all means ALL.***

**Belief Statements**

- CHARACTER COUNTS! in school, at home and in our community.
- All students will become responsible, productive citizens of good character.
- Best educational decisions will be made within financial means.
- All grade levels are of equal importance.
- With appropriate instruction, all students can learn.
- Application of knowledge and problem solving is an essential part of education.
- Education is a team effort between school, community, students and parents.
- Education is NOT limited to the classroom, to the school, nor to the school year.
- Technology will enhance the educational process.
- A school environment that is caring, supportive and promotes mutual respect is the most conducive to learning.

**Putnam County Primary School--Mission Statement**

***Putnam County Elementary School will provide a climate and a curriculum that allows children to develop skills in order to become life-long learner and productive contributors to society.***

## INTRODUCTION

Welcome to Putnam County Primary School!

Putnam County Primary offers a fully certified teaching staff and a well-trained support staff, most of whom are also certified, as well as a fully certified administrator. These dedicated professionals fulfill a very real commitment to the students. Careful planning, preparation, and instructional practices are focused toward providing the best possible education for our students.

The climate in building is purposefully geared to the needs of the students who attend the school. Great care is taken to provide a climate that is developmentally appropriate as well as academically challenging.

Parents are encouraged to visit their child's school at least once during the school year. A parent's presence at school is one of the most effective ways of letting the child know that he/she is important and that his/her education is a top priority. Visiting, even if only briefly, also helps to build a positive and mutually supportive relationship with the child's teacher(s); this can be of tremendous benefit to the child, the parent, and the school. **For the safety of all, any person entering the building during the school day is to stop in the office before proceeding to a classroom or other areas of the building.**

This handbook has been prepared as a source of information to assist the parents and students of Putnam County Primary School with regard to rules and regulations mandated by Illinois State Statute as well as Board of Education and building policies and procedures.

After reading this handbook, keep it in a convenient place for future reference. If there are any questions, please do not hesitate to contact the building principal.

**Please take a moment to sign the statement on the last page, pull it off the handbook, and send that sheet to school with your child. This will help us in our efforts to be certain that each family has received a copy of the handbook.**

The faculty and staff of Putnam County Primary School extend a warm greeting and express the hope that the coming school year will be a positive experience for both you and your child.

Sincerely,  
Mrs. Kristal LeRette, Principal

## **Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, 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 School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### **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).

### **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 for enrollment, this would include immunization and health records. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Putnam County School District 535 Homeless Liaison—Tricia Both  
1-815-882-2800 Option 3 Extension 334

## **ACADEMIC STANDARDS**

Academic excellence is the goal that all instruction, both formal and informal, targets. Curriculum and instructional practices are evaluated in a continuous manner so as to provide the best opportunity for each student to reach his/her potential. Report cards are issued every nine weeks (quarter) of the school year in an effort to keep parents informed of the student's progress.

Formal parent/teacher conference times are set aside in the school calendar each semester and teachers contact parents as needed throughout the school year in an effort to build a partnership in support of the student's effort and progress. Parents are encouraged to contact their child's teacher any time if there are questions or insights they might wish to share.

Students in kindergarten receive a report card at the end of each quarter; with the first report card being distributed at the fall Parent-Teacher conferences. Indication of the student's progress in MATH, LANGUAGE ARTS AND KINDERGARTEN SKILLS is evaluated by "+ Identified Correctly/Satisfactory Progress" or "Blank—Couldn't Identify/Needs Practice". Progress in MUSIC, PHYSICAL EDUCATION AND CONDUCT/EFFORT is evaluated from an S+ to U. See the grading scale below.

Students in the first grade receive a report card at the end of each quarter. Student progress is indicated from an S+ to a U in the areas of CONDUCT, EFFORT, READING, GRAMMAR, SPELLING, HANDWRITING, SOCIAL SCIENCE, MATHEMATICS, and MUSIC AND PHYSICAL EDUCATION. The grading scale is shown below.

Students in second grade receive a report card at the end of each quarter. Student progress is indicated from an S+ to a U in the areas of CONDUCT, EFFORT, READING, WRITING, SPELLING, HANDWRITING, SOCIAL STUDIES, SCIENCE, MATHEMATICS, MUSIC, AND PHYSICAL EDUCATION. The grading scale is shown below. Correlated letter grades based on the District percentage scale are marked in the fourth quarter for reading, math and spelling.

Grading Scale	S+	Satisfactory, 98% - 100%
	S	Satisfactory, 83% - 97%
	S-	Satisfactory, 77% - 82%
	N+	Needs Improvement, 75% -76%
	N	Needs Improvement, 72% -74%
	N-	Needs Improvement, 70% -71%
	U	Unsatisfactory, below 70%

The marking key for CONDUCT and EFFORT/WORK HABITS is as follows:

- X = Very good/Outstanding Achievement
- ✓ = Indicates need for improvement
- No mark indicates satisfactory improvement

Report cards are distributed on the last school day of the week following the ending date of the grading period (quarter). Signed report cards should be returned to the school on the Monday following distribution. Kindergarten report cards are not signed and returned.

If a parent/guardian wishes a conference with a teacher or teachers, the request should be indicated by marking the box next to the parent/guardian signature line on the back of the report card or phone the school (882-2800) for an appointment.

The missing work that resulted in an "Incomplete" must be made up by the end of the following grading period. Whatever work has been complete by the end of the following quarter will be evaluated and a grade marked for the "Incomplete" at that time. "Incomplete" will not be marked for the fourth quarter.

### **ACCEPTABLE USE POLICY FOR INTERNET USE**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. Rules and guidelines for the use of the Internet are aligned with *Authorization for Internet Access*, 623.0E2 of the School Board Policy Manual. Each student, teacher, or community member must sign the *Authorization*, agreeing to follow the District's rules as a condition for using the District's Internet connection. **The failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The authorization form must be signed each year and no student may access or use the Internet without a signed form on file in the school. The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.

### **ALCOHOL, CONTROLLED SUBSTANCES, LOOK ALIKES**

Students are prohibited from bringing any kind of alcohol, controlled substances, or look-alike substances to school or any school function.

"Look-alike substance" means a substance other than a controlled substance which:

- (1) by overall dosage unit appearance, including shape, color, size, markings or lack thereof, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe that the substance is a controlled substance or
- (2) is expressly or implied represented to be a controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.

For the purpose of determining whether the representations made or the circumstances of the distribution would lead a reasonable person to believe the substance to be a controlled substance, the court or other authority may consider the following factors in addition to any other factor that may be relevant:

- (a) Statements made by the owner or person in control of the substance concerning its nature, use or effect
- (b) Statements made to the buyer or recipient that the substance may be resold for profit
- (c) Whether the substance is packaged in manner normally used for the illegal distribution of controlled substances;
- (d) Whether the distribution or attempted distribution included an exchange of or demand for money or other property as consideration, and whether the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

**ASBESTOS MATERIALS**

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings.

In accordance with AHERA regulations, the buildings of Putnam County CUSD No.535, have been reinspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

**ATTENDANCE**

Regular attendance is required at PCPS, as mandated by law. Students who are irregular in attendance develop insecurity about their place in the school environment; this insecurity often forms the basis for poor academic achievement and behavior problems. Being on time for school is also a part of regular attendance. Tardiness, too, can play a part in both poor academic achievement and behavior problems. Students are required to be in class on time so that the student’s day can begin in a positive and confident manner.

In the event of illness or other excused absence, parents/guardians are to call the school absentee reporting line, 1-815-882-2800, for their son/daughter by 9:00 A.M. on the day the student is absent. It will be assumed that the student is truant unless a parent/guardian calls before 9:00 A.M. on the day of the student’s absence.

When there is the possibility of a student being absent for more than one day, the parent/guardian should inform the school of this possibility and no further call will be necessary. A physician’s note is required to return to school after any of the following: contagious diseases, rashes, surgery, illness requiring a physician, and excuses from physical education class. In order to preserve the instructional time of PCPS students, children other than enrolled students, are not allowed to attend classes at the elementary buildings.

**ATTENDANCE COMPUTATION**

Tardy	Arriving after 8:15 A.M.
Full Day Attendance (Grades K and 1)	In School At Least 4 hours
Full Day Attendance (Grade 2)	In School At Least 5 hours
Half Day Attendance (Grades K and 1)	In School At Least 2 hours
Half Day Attendance (Grade 2)	In School At Least 2 ½ hours

**ACCEPTABLE REASONS FOR ABSENCE**

- Student illness
- Illness in the family of such nature that the student’s help is needed at home
- Death in the family
- Medical and/or dental appointments that cannot be arranged outside the school day

**UNACCEPTABLE REASONS FOR ABSENCE**

Oversleeping	Missing the bus	Hunting/Fishing
Shopping	Unexplained “personal reasons”	

When it is necessary for a student to be released from school before regular dismissal time, the parent/guardian must send a dated, signed written note explaining the reason for the early dismissal to the office. The student may then be picked up by the adult designated in the note. The student will be picked up in the school office.

### **ATTENDANCE RECOGNITION**

Students will be recognized for less than five absences during the school year at the end of the school year.

“Excellent Attendance for the Year” is an exclusive achievement with stringent requirements. Students must be in attendance the full day for a day of attendance to count. Additionally, students may accumulate no more than two incidences of tardiness for the entire school year. Students are recognized for “Excellent Attendance for the Year” at the last Character Counts assembly.

### **MAKE UP WORK**

Excused absences require that the student make up any work missed. It is generally allowed that the student will receive a day to make up work missed for each day of absence.

Unexcused absences require that the student do the work missed in a timely manner upon return to school. Usually, the student will spend recess time completing the work.

### **HOMEWORK REQUESTS DURING EXCUSED ABSENCES**

Requests for homework will be honored for students who are absent. Requests should be made by contacting the school before 8:15 A.M. Assignments will be sent home with a sibling, relative, or neighbor who attends in the same building, or the parent/guardian may pick up the assignment at 3:45 P.M.

### **PUPIL ABSENCE FOR VACATION**

Families who must take students out of school for a vacation other than the school holidays provided in the official school calendar are asked to inform the building principal. Requests for homework in this situation will be honored where feasible.

Homework assignments are based on classroom instruction and student practice. It is usually not helpful to give a student assignments based on instruction and practice when the student is not able to be present for the classroom instruction and to participate in the practice. Students will be given an opportunity to make up missed assignments upon return to school.

If the class is engaged in a unit of study that cannot, for all practical purposes, be duplicated, parents might consider daily activities for the student that will help to maintain basic skills. Some examples would be activities such as keeping a written journal about the vacation, reading a book or books about the places being visited, computing the day’s mileage, maintaining a data collection on the number of license plates observed from a given list of states, and/or plotting a map of the journey.

Since it is often not possible to duplicate the classroom instruction and interaction preparatory to making the homework assignment, parents/guardians are encouraged to avoid long absences when possible.

### **EXCESSIVE ABSENCES**

To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of ten absences per semester. The eleventh absence per semester is considered excessive and may result in a loss of credit. All absences, excused and unexcused, will be included in the count.

The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to receive credit.

Step 1: When a student has accumulated five (5) absences, excused or unexcused in one semester, a notice will be sent to the parents upon the occasion of the fifth absence.

Step 2: Upon the seventh (7<sup>th</sup>) day of absence in the same semester, a notice will be sent to the parents from the principal's office. The principal will contact the parents and take appropriate steps to resolve the problem. These steps may include a family conference, referral to a truancy officer, or a referral to community supportive services. In addition, students will be required to provide verification of further absences.

Step 3: On the tenth (10<sup>th</sup>) absence each semester, a notice will be sent to the parents from the principal's office. The principal will consider the reasons for these absences and appropriate remediation conditions may be assigned. If these remediation conditions are not met, every absence after the 10<sup>th</sup>, that is not deemed excused by the administration, will be considered unexcused and results in loss of credit for that day.

*Out of school suspensions count as unexcused absences toward this ten-day total.*

### Consideration of absences after the 10<sup>th</sup> absence

Each absence after the 10-day limit will be recorded as unexcused unless deemed excused by the administration. Students with an unexcused absence will receive no credit for work assigned or completed on those specific days unless parents produce official documentation of an appointment to the principal's office on the day they return to school – doctor, dental appointment, court papers, or other as deemed excused by the administration. **ABSENCES FOR AN EXTENDED PERIOD OF TIME FOR A VALID MEDICAL REAONS WILL BE BLOCKED AND COUNT AS ONE DAY ABSENT FOR THE PURPOSES OF THIS POLICY**

It is within the sole discretion of the elementary school administration to determine whether the student's absence is excused or unexcused. If a student is absent from school without valid cause, then such truancy will result in loss of credit. Parents and guardians must provide reasons for student absences to the administration. The principal is the only person who can excuse absences.

### BUILDING POLICIES

1. No one is allowed to leave the building or the school grounds without the permission of the principal or other designated employee.
2. Chewing gum or eating candy during school hours is not allowed, except as a classroom activity, snack or party.
3. Use of vulgarities and obscene language and gestures is not conducive to the best educational atmosphere and will not be tolerated anywhere on school grounds or at any school activities. Violations, as determined by school administration, will result in disciplinary action.
4. All members of the school community must treat each other with respect at all times. Disrespectful, demeaning or discourteous behavior directed at school personnel will not be tolerated. Violations will result in disciplinary action and could be interpreted as gross misconduct. Failure to obey a reasonable request could be considered insubordination
5. Threats against other students or adults will not be tolerated. Violations, as determined by school administration, will result in disciplinary action.
6. Fighting or encouraging others to fight will not be tolerated.
7. Possession or use of explosives, firearms, or any other object that can reasonably be considered a weapon shall be prohibited on school buses, in school buildings, or on school grounds at all times, or at school-sponsored events. This includes any object that may be classified as a weapon or any part of a weapon such as a used bullet shell or cartridge.
8. When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.
9. Personal belongings such as baseball cards or collections of cards, radios, or toys, etc., should not be brought to school without permission from the teacher. Such items will be held in the office until the

student or parent picks them up. No betting, trading, or buying/selling of any items is allowed in school, on the playground, or on the buses. Toys, trading cards or other nuisance items confiscated from students will remain with the principal until a parent or guardian picks up the item(s). Parents will be notified that the item(s) will be held for two weeks, after which time the school will not be responsible for the item(s).

10. Students and their parents are encouraged to select responsible styles of dress that are appropriate for a healthy educational environment and that support the achievement of the educational goals of the community. While the responsibility for appropriate attire at school rests with the student and his/her parents, students should maintain an appearance that will not impair or endanger their health or safety. A complete list of attire that is inappropriate for school and which might cause a disruption of the educational process would be impossible, but the following examples will serve as guidelines:
  - a) Clothing students wear should cover them from at least the shoulder to mid thigh. Short shorts, halter or tube tops, transparent clothing, bare midriffs and items with holes in inappropriate places are not allowed.
  - b) Coats, jackets, capes, and hats are not to be worn in the building during the day; additionally sports bags, book bags, etc, may not be carried during the day.
  - c) Clothing that displays or communicates drug or alcohol advertisements/names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or other violent messages are not allowed.
  - d) Any clothing, symbols and so forth that relate to gang symbols, gang membership, etc., may not be worn.
  - e) Shoes must be worn.

***Students who dress in an inappropriate manner will be allowed to correct the situation and parents will be notified of the school's concern.***

11. School property, including, but not limited to, desks and lockers, is owned and controlled by the District. School authorities are authorized to conduct administrative inspections of school property as a means of protecting the health, safety and welfare of the District, its employees, and students, without notice to or consent from the students or parents and without a search warrant. This policy is in agreement with the Illinois School Code.
12. Smoking, possession of tobacco products, alcoholic beverages and drugs, or being under the influence of same, is prohibited at any time, at any school in the District, on school grounds or school buses. This rule also applies at any school-sponsored activity at home or away.
13. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal is prohibited. Electronic signaling devices include pocket and all similar electronic paging devices.
14. **The classroom teacher with approval of the principal may distribute invitations to personal parties only when they include every student in the classroom or all of the boys or all of the girls in the classroom. Invitations to personal parties may not be distributed directly by students or parents at school.** The distribution of party invitations during the school day can often cause problems in the classroom for the teacher as well as for the students. We encourage parents to distribute party invitations outside of the school day.
15. School parties and activities are planned for the school's students. While the help and support of parents with these parties is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties (Halloween, Christmas, Valentines Day) to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

#### **GENERAL RULES OF CONDUCT**

The Putnam County community is a member of the CHARACTER COUNTS coalition. The schools use the six

pillars of character as the standard for student conduct and behavior. Students are expected to know and follow the six pillars of character. The pillars of character are:

**Trustworthiness**  
**Respect**

**Responsibility**  
**Fairness**

**Caring**  
**Citizenship**

### **BUS CONDUCT**

Students who do not live within walking distance of their school building are provided with bus transportation contracted with First Student transportation service. Students are required to follow all rules posted in the front of each bus as follows:

1. Follow the driver's instructions.
2. Do not eat, drink, or smoke on the bus.
3. Keep all harmful materials (drugs, tobacco, alcohol, weapons, etc.) off the bus.
4. Keep all parts of your body and all objects to yourself and inside the bus.
5. Keep the noise level down and remain seated facing forward.
6. Keep the aisle clear and do not litter, write on, or damage the bus.

First Student consequences:

- 1) Verbal warning    2) Assigned seat    3) Written referral

Drivers may skip steps depending upon the severity, or repetition, of rules violated.

These rules can be summarized and the safety of the students can be substantially heightened by following the four basic rules that follow:

1. Obey the driver.
2. Stay in your seat when the bus is moving.
3. Keep hands, feet, and objects to yourself.
4. Keep noise level down at all times on the bus.

Please be advised that the rules for safe and efficient transportation of the students are fully supported by school district administration and the Board of Education. Guidelines regarding the consequences to be used for notice of misconduct are as follows:

1<sup>st</sup> offense – student is notified of the offense, counseled, and may receive a detention or missed recess(es). Warning is sent home for parent notification with response requested.

2<sup>nd</sup> offense – student is notified, counseled, and will receive a detention or missed recess(es). Warning is sent home for parent notification with response requested.

3<sup>rd</sup> offense – student is notified, counseled, and given a 2-9 day bus suspension. Parent is notified of offense and written report is sent home with parent response requested.

4<sup>th</sup> offense – student is notified, counseled, and given a bus suspension up to ten days, and bus expulsion for remainder of semester may be recommended to the Board of Education. Parent is notified, written report sent home, with parent response requested.

5<sup>th</sup> offense – student is notified of the offense, counseled, suspended, and bus expulsion will be recommended to the Board of Education. Parent is notified, written report is sent home, and parent response is requested.

## GROSS MISCONDUCT

Any student who commits an act which endangers others or who abuses the rights of others will be dealt with individually. Removal of bus privileges for the year and/or suspension from school attendance may result for such misconduct.

Normal school attendance as outlined by the *Illinois School Code* is required of students; students suspended from riding the bus must attend school or be considered truant.

## BUS PASSES

Supervision of students throughout the school day up to the point at which the buses leave the school is clearly the responsibility of school personnel. Buses are provided for transportation to and from school only, and students are assigned to their bus according to where they live in the community. **Only students enrolled in PC schools may ride the buses.** Buses are never knowingly loaded over the stated capacity because it is neither legal nor safe. Walkers are supervised and dismissed from the school grounds when the bus traffic has passed, in order to provide safe passage for those walkers.

When a parent calls the school and asks that a student be permitted to ride a different bus home, or asks that a student who is normally a walker ride a bus, it is necessary to determine whether there is room on the requested bus for that student. If the request is made late in the day it is sometimes very difficult to coordinate the request and be certain that the student or students are safely where they are requested to be.

**All requests for bus passes or any alternative means of leaving school other than the usual, designated routine must be in writing. The student must bring a written note to school that morning. The note must be dated, must indicate specifically the request, and must be signed by the parent/guardian.** In the event of a family emergency situation where the parent/guardian cannot be at home to receive the child in the usual routine, a phone call to the office will be accepted.

## USE OF VIDEO CAMERAS ON SCHOOL BUSES

Most buses are equipped with video cameras. Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They may also be viewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose and may include both video and audio portions of the tapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator (including building principals), transportation director, bus driver, sponsor, coach, or other supervisor. Videotapes will be reused or erased unless it is needed for an educational or administrative purpose.

## CAFETERIA

Lunch and breakfast meals can be purchased by the day, week, or month. Students are not permitted to charge breakfast or lunch. Breakfast and lunch money and instructions are sent to the office every morning, along with attendance. All record keeping for the hot lunch program is maintained in the office. Putnam County Primary School follows established policies and criteria for determining eligibility for free and/or reduced lunch or breakfast.

Students are not permitted to charge meals. However, no child is ever allowed to go without lunch. A notice of the charge is sent home in the event it is necessary to provide a lunch. Students who bring a cold lunch are encouraged to avoid “junk food” and other non-nutritious items. Carbonated beverages are not permitted in the cafeteria.

For safety reasons, glassware should not be used. Trading of lunches and/or lunch items is not permitted. The cafeteria is a public dining room. Students are required to use their “dining in public” behavior, which includes appropriate table manners and noise control in the cafeteria. Students eat at tables in the cafeteria. Noise must be kept at a conversational level so the Cooks can hear the requests of the students they are serving.

### ***Free/Reduced Meal Applications***

Free and reduced lunch and breakfast applications, along with letters containing guidelines are available during registration and throughout the school year in each school's office. A parent/guardian wishing to apply must complete and return the application to their student's school office. Verification of income may be requested and a letter of approval or denial will be sent by the mail to the parent/guardian.

### **DISCIPLINE**

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when those standards are not met. These are guidelines to be interpreted by the staff members in the Putnam County School Buildings. Each incident will be considered according to the individual merits of the case.

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, and local regulations and are subject to such review and revision as becomes necessary for the routine operation of the schools.

The General Rules of Conduct and Building Policies have been carefully prepared to provide the maximum benefits to the maximum number of students based upon a valid educational philosophy. It is the responsibility of the Principal, by direction of the Board of Education through the Superintendent, to operate the school to the optimum educational benefit of the individual students.

Discipline is a person's ability to control his/her own behavior, sometimes with guidance and/or direct assistance from another person. At Putnam County Primary School, discipline is used as a tool for learning rather than merely a punishment.

At PCPS, students are expected to show consistent ability to control their behavior. When children are ready to begin their formal education, they have reached the point in their growth and development where it is reasonable to expect that the youngster does know the difference between right and wrong behavior, and behaves accordingly.

At Putnam County Primary School, the general rule is to behave in such a way as to show that all persons are of equal importance and have a right to be treated with common courtesy. When behavior is inappropriate, the teacher or supervisor will intervene and assist the student in understanding why the behavior is unacceptable. While a counseling approach is taken in all cases, it should be clearly understood that repeated incidences of inappropriate behavior (verbal or nonverbal), depending on the level of severity of the misbehavior, may result in a conference with the Principal, noon detention, required parent conference with the appropriate staff, in-school suspension, out-of-school suspension, or expulsion as outlined in Board of Education Policies that comply with the *Illinois School Code*. Section 5/24 - 4 of the *Illinois School Code* establishes that a teacher or other employee of a District providing related school services or other school personnel may use reasonable force for the purpose of self defense or defense of property. If the student is currently part of a case study evaluation or receiving Special Education services, an IEP meeting will be called to include the appropriate staff members. This student's schedule will not be changed unless the IEP team makes the recommendation to do so.

In addition to the rules outlined in the handbook, the principal may establish certain rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

**EMERGENCY SCHOOL CLOSING**

School may be closed unexpectedly due to severe weather, power failure, or other reasons. Parents are advised to listen to local radio stations for information about the closing of school during inclement weather conditions. If there is no radio broadcast, consider that school will be in session. Please do NOT call the school office. School phone lines must remain open for instructions and staff communications.

When weather conditions are such that by delaying the start of school either one or two hours the buses can then safely complete their routes, it will be announced as early as possible on the radio stations. When such an announcement of delayed start is made, school opening will be delayed that amount of time and no students are expected in the building before the delayed opening time.

**All announcements concerning adjustments in the school schedule due to inclement weather will be made on the following stations/channels:**

<u>Radio Dial</u>	<u>Location</u>	<u>AM</u>	<u>FM</u>
WCIC	Pekin		91.5
WLPO/WAJK	LaSalle	1220	99.3
WGLC	Mendota		100.1
JMP	Peoria	1470	93.3 and 107
WIZZ/WSTQ	Streator	1250	97.7
WLRZ	Peru		100.9
WZOE	Princeton	1490	98.3

Television Channels

WHOI	Peoria	Channel 19
WEEK	E. Peoria	Channel 25
WMBD	Peoria	Channel 31

**EXPLOSIVES, INCENDIARIES, FIREARMS, WEAPONS, AND LOOK ALIKES**

To bring any kind of explosive material or look-alikes to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look-alikes, or any other weapons, whether concealed or not. No student will be in possession of any object that could reasonably be considered as a potential hazard to another person or another person’s safety. Any student who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered as a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the School Code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct. The Board of Education can expel a student for up to two years for any conduct that is in violation of the Student Code. On a case-by-case basis, the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term “weapon” means

possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon as defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm include, but are not limited to, knives guns, firearms, rifles, shotguns, brass knuckles, billy clubs or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

### **FEE WAIVERS**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians complete the application are available.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Building Principal will give additional consideration where one or more of the following factors are present:

1. Illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Seasonal unemployment;
4. Emergency situations;
5. When one or more of the parent(s)/guardian(s) are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied.

A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

## **HARASSMENT/SEXUAL HARASSMENT/DISCRIMINATION**

“Harassment of, or threats to students, employees of the District, or the Board of Education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension or expulsion.” Putnam County Elementary School and the Putnam County School District will neither condone nor tolerate harassment or sexual harassment (BP 7.20) of students by anyone. The District espouses the belief that a student has the right to be free from the harm perpetuated by anti-social acts while the student is attending school. All students are to be free to attend school without concern of threats or demands. Harassment of, or threats to, students, employees of the District or the Board of Education, on or off the school grounds is not allowed. Any conduct directed against students, which causes them to be fearful of attending school, is not allowed. Students who believe they are being harassed by another student(s) should contact a teacher or the administration. Equal educational opportunities shall be available for all students without regard to race, sex, religion, color, national origin, or physical or mental handicap.

### **Sexual Harassment:**

**It is Board Policy to not discriminate on the basis of sex, marital status or pregnancy in District-operated or District-supported programs or activities. In addition, Board Policy prohibits sexual harassment or sexual intimidation of students by other students and District employees. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:**

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or school-related activities;**
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or other decisions affecting that individual; or**
- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or school-related performance or creating an intimidating, hostile or offensive educational environment.**

**Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including expulsion from this institution as determined by such administrative or Board action as is required by Illinois Law or by Board Policy.**

**This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the school community (i.e., supervisor-subordinate, faculty-student, employee-peer, student-student). If you feel that you have been discriminated against, harassed or intimidated on the basis of sex, please contact the Principal or Superintendent.**

## **HEALTH AND SAFETY**

### *Health Examinations and Immunizations*

Students entering preschool and kindergarten must have a physical examination before entering that grade. Lead screening is a required part of the health examination for children age six years or younger. Kindergarten students are also required to have an eye examination.

All children in kindergarten and the second grade shall have a dental examination. Each of these children shall present proof of having been examined by a dentist by May 15<sup>th</sup> of the school year.

A complete record of required dental exams, vision exams, physical exams, and immunizations will be kept on file for each student. Students are excluded from school beginning October 16<sup>th</sup> if requirements for health examinations, immunizations, and vision examinations have not been met.

Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240). The student's immunization record must be maintained in the office of the school in order to prove compliance with the law. Students must be in compliance with all health exam and immunization requirements in order to attend school. Children who are not in compliance may register for school but may not attend beginning the first day of classes until such time as they are in compliance. Please check with the secretary or principal of the school if you have questions regarding immunization and health requirements.

#### Safety

Safety is a top priority for students at Putnam County Primary School. Students are under close supervision throughout the school day. We are equipped to provide only minor first aid when accidents do happen, and are prohibited by law from doing more than this.

Parents of students who are injured or who become ill at school will be contacted to come for the student. The Registration Form contains a section which provides the office with EMERGENCY INFORMATION, part of which must be the phone number of a person who lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; **PLEASE KEEP THE OFFICE INFORMED OF ANY CHANGES**. In the event of an emergency, the schools will always try to contact the parent/guardian FIRST. If the parent/guardian cannot be reached, the EMERGENCY INFORMATION section on the registration form will be followed.

If a student is injured at school, it is the responsibility of the student's parent/guardian to request an insurance claim form from the office. Claim forms must be filed with the insurance company within thirty (30) days from the date of the accident.

#### HOME-SCHOOL COMMUNICATION

Parents are encouraged to visit their child's school and classroom. The development of a positive and mutually supportive relationship with a child's teacher can be of great benefit to the child, the parent, the teacher, and the school. Formal parent/teacher conferences are held District-wide twice each school year. In addition, PreK-4 teachers hold conferences on an "as needed" basis, either in person or by telephone. Parents are encouraged to contact their child's teacher regarding academic progress, behavior, or other concerns. In the interest of maintaining open, two-way, communication, parents are encouraged to contact the teacher first whenever there is a concern. To maintain a strong academic focus, parents should avoid classroom visits during any testing times.

#### HOMEWORK POLICY

The Primary School's "Homework Policy" is intended to (1) foster informative and supportive communication between school and home, (2) continue the development of individual responsibility, and (3) increase academic performance.

When an assignment is incomplete or not turned in on time the steps listed below will be followed:

1 <sup>st</sup> Incident	The student uses his or her Homework Voucher. (See below.) The assignment is turned on the following school day and no credit is lost.
2 <sup>nd</sup> Incident	A note is sent home informing parents of the incomplete or missing assignment. Parents sign the “Homework Note” and return the note to school. The assignment is turned in the following school day and partial credit is lost. <u>Homework completion is expected for each assignment and loss of partial credit applies for each incident after the 1<sup>st</sup> incident. Parents will also be informed of each incident in writing.</u>
3 <sup>rd</sup> Incident	The classroom teacher contacts parents to work together to improve the shared concern and a recess detention is assigned.
4 <sup>th</sup> Incident	The principal contacts parents to assist in improving homework completion by the student and a second recess detention is assigned.
5 <sup>th</sup> Incident	The principal assigns an “After School Homework Detention.” The detention will be arranged one day prior to the actual day served. Parents are responsible for transportation home from school at 4:30 PM.
6 <sup>th</sup> Incident	The principal assigns a second “After School Homework Detention.” The detention will be arranged one day prior to the actual day served. Parents are responsible for transportation home from school.
7 <sup>th</sup> Incident	A home visit is scheduled for school officials and parents to develop a cooperative plan to improve homework completion.
8 <sup>th</sup> Incident	An “In School Suspension” is assigned to the student.

***The procedure outlined above begins from step one at the start of each nine-week grading period.***

Generally, students will not be assigned more than two recess detentions (stay in for recess) for late or incomplete homework during any single grading period. This time will be reserved for students, who for various reasons, would benefit from additional help from the classroom teacher.

**Homework Voucher**

Students are awarded a “Homework Voucher” at the beginning of each month. Vouchers extend the due date of an assignment by one day but are not intended to allow a student to skip an assignment. Students may use only one voucher each month and may not accumulate more than one.

**INTEGRATED PEST MANAGEMENT PLAN**

Putnam County CUSD #535 is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. Therefore, an Integrated Pest Management Plan has been adopted.

Even though pest control practices may involve a variety of chemical and nonchemical methods, insecticide baits and rodenticide baits are most commonly used at each school rather than chemical applications. However, there may be situations where chemical control of pesticides may be used. If such a control is used, parents and staff members can be informed of such prior to an application. A parent or staff member may contact the school building principal if they want to be added to a registry for notification prior to chemical application. Only those that request such will receive advance notice.

The school district is committed to use the least hazardous chemical control methods after non-chemical control methods have been applied. However, written prior notice shall not be required if there is an imminent threat to health or property. If such a situation arises, written notice will be sent to those listed on the registry as soon as practical.

If there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

## MEDICATION AT SCHOOL

**Illinois School Code, 105 ILCS 5/10-22.21** states, “It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student.”

It is the policy of the school district that District personnel shall not assume responsibility for administering medication to students. If it is required that a student receive medication during the school day, the parent/guardian may visit school and administer the medication; if that is not possible, the principal or his/her designee may administer the medication provided the school is given written instructions signed by the parent and the physician which contain the following information:

1. Student’s name
2. Name of medication, purpose, and duration
3. Time to be administered and dosage
4. Possible side effects of medication
5. Statement from the parent that the school will not be held responsible for any results of the medication
6. How the parent/guardian wishes to retrieve the container(s) and/or any remaining medication at the end of the time during which it is to be administered.

**All medication must be brought to and from school by the parent/guardian.** When it is brought to the school, it must be in the original container, which should be clearly labeled. The name of the student and names and phone numbers of the physician and pharmacy shall be indicated on the container(s). All medications must be kept in the office for the student. A written record is maintained in the office as to dispensing of medication. These instructions also apply to all over the counter medications, including but not limited to Tylenol, aspirin, cough drops, herbal supplements and vitamins. **Due to the threat of Reye’s Syndrome, school personnel will NOT administer aspirin unless accompanied by a doctor’s prescription. Due to the unpredictability of possible side effects, school personnel will NOT administer eye drops, eardrops, or antibiotics.**

Forms to complete the above requirements are available in the office of each school.

### *Asthma Medication and EpiPen*

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed a “School Medication Authorization Form.”

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must indemnify and hold harmless the School

District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

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

## **NO CHILD LEFT BEHIND ACT AND RTI**

The *No Child Left Behind Act of 2001*, signed into law on January 8, 2002, is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965. This update vastly increases the federal government's role in the operation of public schools and imposes many new and complex obligations on local school districts. Of particular interest to parents is the assurance that all our teachers are duly certified and highly qualified and that you have the right to request information regarding the professional qualifications of your child's teacher(s). You will also be notified if your child is being taught for four or more consecutive weeks by a teacher who is not considered "highly qualified" under the NCLBA guidelines. As well as its comprehensive provisions on school improvement, teacher quality and instructional programs, NCLBA also has numerous other requirements, such as regulations concerning student privacy, military access to student directory information, community access to school facilities and guidelines for the exercise of religious freedom in the schools. As required by NCLBA, Putnam County Community Unit School District No. 535 certifies that no policy of the district prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools.

RtI involves activities that typically occur in the general education setting as schools assist struggling students prior to and in lieu of a referral for a special education evaluation. RtI provides high-quality tiered intervention strategies aligned with individual student need, frequent monitoring of progress to make results-based academic or behavioral decisions, and the application of data to make important educational decisions (such as those regarding placement, intervention, curriculum and instructional goals, and methodologies).

## **PARENT ADVISORY COMMITTEE**

The District has a Parent Advisory Committee (PAC). This committee of parents meets on a regular basis with the Superintendent for the purpose of direct two-way communication between the schools and the parents. The goal is to have parent representatives from each building and community in Putnam County. Parents who are interested in serving on the PAC are encouraged to contact the building principal.

## **PARENT/TEACHER CONFERENCES**

Formal Parent/Teacher conferences are held District-wide at two times during the school year, as noted in the District calendar. In addition to the District-wide scheduled times, teachers in grades PreK-4 hold conferences on an "as needed" basis, either on the phone or in person. PARENTS ARE ENCOURAGED TO CONTACT THEIR CHILD'S TEACHER AT ANY TIME OF THE YEAR IF THEY HAVE A QUESTION OR CONCERN.

## **PEDICULOSIS**

Pediculosis (Head Lice) is an expensive and frustrating problem that everyone would rather avoid. It has nothing to do with the kind of parents or home a child has. In fact, head lice prefer a clean, healthy head to a dirty one. Head lice are passed from person to person by direct contact or on shared objects such as hats, combs, towels, barrettes, headphones, etc.

If head lice are found on a student, all parents are notified that a case of head lice has been found. The infected child must be picked up by the parent and taken home for treatment. By Administrative Procedure 7:100-R, as determined by the Board of Education, a student must be determined to be nit free before reentering school.

## **PLACEMENT, PROMOTION, RETENTION**

In compliance with School Board Policy 7.30, the building principal shall assign students to classes. Placement, promotion or retention shall be made in the best interest of the student after a careful evaluation of all factors relating to the advantages and disadvantages of alternatives. The building principal will direct and assist teachers in their evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student's academic performance.

In accordance with the Illinois Education Reform Act and in compliance with School Board Policy 6.280, both quantitative measures and qualitative assessment will be used to determine placement/promotion/retention. Such decisions will be reached with the support and involvement of the parents within the prescribed time frame. If a student is currently part of a case study evaluation or receiving Special Education services, placement decision shall be determined by the student's educational team

## **POLICE ASSISTANCE**

In situations where a student refuses to cooperate with school staff in the proper execution of their duties, or participates in conduct which is disorderly, or which also may be a violation of criminal laws, the local police department may be called upon to assist staff members.

No employee of the school district shall participate in or arrange for the interrogation of a student of the District, without the express prior approval of the principal or his/her designee.

All such interviews at school by officers of the law will be conducted in a private office with the principal or designee present. Prior notice shall be given to the parent(s) of any student to be interviewed and parent(s) may be present at such interviews if he/she so desires.

## **PUBLICATION OF STUDENT DIRECTORY INFORMATION**

Student directory information is considered to be the student's name and address, grade level, birth date and place, parents'/guardians' name and addresses, information about participation in school sponsored activities, and period of attendance in the school. From time to time, a student's picture or work may be used as part of the school or District's homepage. Throughout the school year there are also times when a child's picture, with or without name, or their work may appear in a local newspaper or the school news letter. Parents/guardians may request that their child's picture, with or without name, or their work not appear in any such publications. ***A parent or guardian must notify the office in writing, at the beginning of each year, if they DO NOT want their child's picture, name, other directory information or work published.***

## **RECESS**

Weather permitting, students have recess outside daily. When the weather is inclement, including a wind chill factor of 20 degrees or lower, recess is held in the school gym. While it is clearly not the desire or intention of school staff to usurp the parent in determining if a coat, hat/scarf, boots, and mittens/gloves are necessary on any given day, it is also a fact that children often come to school without adequate clothing for an extended play period outdoors. It is always better to have the option of leaving a coat in a locker or coat closet than to be outdoors inadequately clad and run the risk of becoming ill and, as a result, not being able to participate in class for the rest of that day and/or missing school for several days.

## **RECORDS ACCESS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.

A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student 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.

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

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 responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

#### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.
9. Receive notice and an opportunity to opt a student out of :
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Putnam County School District has developed procedures, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Putnam County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Putnam County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The Putnam County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

## RESIDENCE

### Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

### Change of Residence Due To Military Service

If a pupil's change of residence is due to the military service obligation of a person who has legal custody of the pupil, then, upon the written request of the person having legal custody of the pupil, the residence of the pupil is deemed for all purposes relating to enrollment (including tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the pupil immediately before the change of residence caused by the military service obligation. A school district is not responsible for providing transportation to or from school for a pupil whose residence is determined under this condition.

## ROUTINE DISMISSAL PROCEDURES

**PLEASE NOTE- We remind you that it is illegal to pass a school bus, from either direction, if the stop arm is extended and/or the lights are flashing.** Parents may drop off students in the morning at the south/office door. A crossing guard will be on duty at the corner both in the morning and the afternoons. Please turn around in the lot prior to letting off students so that they enter the building directly without having to cross through the parking lot. If parents need to enter the building, please park in the parking lot and enter through the south/office door.

Bus riders will be supervised by staff members and dismissed at the appropriate times through the south/office doors. Walkers will be dismissed at approximately 3:15 at the crosswalk. Students who routinely ride a bus home, but who are being picked up by the parent/guardian that day, will be dismissed in the back parking lot.

Any changes to a student's regular dismissal procedure should be noted in a signed and dated note or in an emergency situation, by telephone, before 2:30 PM. Again, due to space constraints, students cannot be routinely dismissed from the classrooms or office. Your understanding and cooperation is much appreciated. All parents must stop by the office for a *Pick Up Pass* if picking up a child directly from the classroom.

### **SCHOOL HOURS**

The office is open from 7:30 A.M. to 4:00 P.M. Teachers are in the building from 7:45 A.M. to 3:45 P.M. daily. **Lunches are scheduled for 11:00 (kindergarten), 11:30 (grade 1), 12:00 (grade 2). Recess is scheduled before lunchtimes whenever possible, or later in the afternoon as necessary.**

Students who are transported to school by bus arrive at various times, with the last bus arriving at approximately 8:00 A.M. Students who are walkers should not leave home until 7:50 A.M. so that they arrive by 8:00 A.M. This provides ample time for these youngsters to arrive in time for class to begin at 8:15 A.M. Students will be considered tardy as of 8:15 A.M.

### **SCHOOL PROGRAM**

Putnam County Primary School offers a fully certified teaching staff, a well-trained support staff and a fully certified building administrator. Careful planning, preparation and instructional practices are focused toward providing the best possible elementary education for all our students. PCPS offers physical education and music, as well as time for using the media center and computer lab. A wide range of special education services are also available, including Speech/Language, Hearing, Title I reading, OT/PT and a wide variety of academic support programs.

The district will provide five days advance notice to parents prior to offering any class or course in recognizing and avoiding sexual abuse to pupils in grades kindergarten through 8<sup>th</sup> grade. The pupils shall not be required to take the class or course if the parents/guardian submits written objection.

### **SCHOOL SAFETY**

In order to provide as secure an environment as possible, PCPS is part of the Putnam County District #535 Safe Schools Plan. This plan includes not only school staff but was developed in conjunction with local law enforcement and emergency personnel. Plans have been developed to cover a variety of emergency situations. Drills are conducted at various intervals throughout the school year to establish routine and minimize panic in the event of a fire, inclement weather, or other emergency situations requiring that students be moved to positions of optimum safety. Evacuation plans are posted in each room of the elementary building which clearly designate the route(s) to be taken to a position of safety. Teachers are required to escort the students and to take attendance upon reaching their designated position of safety in order to be certain that all students are accounted for. Teachers will walk their class through the evacuation plan in a practice drill at least once before unannounced drills are made.

The signal for a fire drill is the fire alarm system. If needed, classes may also be notified by either the intercom system or word of mouth. Classes are signaled to return to the building with a whistle blast or hand signal. The signal for an inclement weather drill is 2 short blasts of an air horn. The signal for an ACTUAL ALERT is a continual blast for 15 seconds. If needed, classes may also be notified by either the intercom system or word of mouth. Classes are signaled to return to normal location/activity with an announcement on the intercom system.

Anyone with information about possible school violence is urged to call the Illinois **School Violence Tip Line**

at **1-800-477-0024**, as well as local school authorities. This line is operated by the Illinois State Police. When tips come into this line, local law enforcement agencies and the school are immediately notified. Law enforcement authorities or the state police then follow-up on the report.

### **SEARCH AND SEIZURE**

School authorities may search a student and/or a student's personal effects when there are reasonable grounds for suspecting that the search will produce evidence that the student is violating either the law or a school policy.

School property, including, but not limited to, desks and lockers are owned and controlled by the District and the District may make reasonable rules regarding its use. School authorities are authorized to conduct administrative inspections of school property as a means of protecting health, safety, or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or District policy such evidence may be seized and disciplinary action taken. When appropriate, this evidence may be transferred to legal authorities. This policy is in agreement with the Illinois School Code.

### **SECURITY CAMERAS**

All Putnam County Schools are equipped with security cameras. Putnam County Schools maintain 24-hour video security with cameras placed at entrances and in hallways. Each school office has a monitor located so that school personnel can easily observe school areas during the school day. Videotapes are reviewed when a safety or security issue is reported. They may also be reviewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose. Those individuals with a legitimate educational or administrative purpose are the Superintendent, building administrators, or educational personnel. Videotapes will be reused or erased unless needed for an educational or administrative purpose.

### **STUDENT ASSISTANCE PROGRAM**

The Putnam County Student Assistance Program exists to assist students with problems related to academics, attendance, behavior, and health. The program consists of a coordinator and several trained staff members working together, including the appropriate use of the Flexible Service Delivery/Problem-Solving Model, to develop an action plan to meet the needs of the individual student. Students may be referred to the program by faculty, staff, parents, or they may refer themselves. This program is not part of the school's disciplinary procedures.

### **SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY**

Board Policy 7:241 – The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug and alcohol use.

The Administration shall establish rules and regulations to implement this policy (Board Policy 7:241 – R) in compliance with applicable laws governing drug and alcohol testing of students.

## **TESTING AND ASSESSMENT**

Regular and on-going classroom assessment is used to monitor student progress and guide instruction. In addition to such local testing, students in grades 3 and 4 take the Illinois Standards Assessment Test of Reading and Mathematics. This testing is required by the State of Illinois and is given in the spring on the dates determined by the State.

## **TITLE I**

Title I is a federally funded program that provides instructional support for students experiencing difficulties in reading and/or math. Putnam County Primary School provides a Title I program for students with an identified need in the area of reading. Students are screened to determine eligibility for Title I and must have parent permission to participate in the program. Students remain in the program until meeting established exit level criteria.

## **TRANSITIONAL PROGRAM OF INSTRUCTION**

Students who demonstrate limited English proficiency are provided support services in the Transitional Program of Instruction. Students are tested to determine eligibility and services are provided until the student demonstrates sufficient skill to exit the program and perform successfully in the school setting.

## **VISION AND HEARING SCREENING**

Vision and hearing screening shall be done, as mandated, for the children listed below. Vision screening is not a substitute for a complete eye exam and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is NOT an option. If a vision examination report is not on file at school for your child, your child in the mandated age/grade/group will be screened.

### **Required Grades for Hearing and Vision School Screenings**

Preschool/Early Childcare/Daycares	Hearing and Vision
Kindergarten	Hearing and Vision
1 <sup>st</sup> Grade	Hearing Only
2 <sup>nd</sup> Grade	Hearing and Vision
3 <sup>rd</sup> Grade	Hearing Only
8 <sup>th</sup> Grade	Vision Only
4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and HS	Hearing and vision for all special ed., new to county and teacher referrals

## **VISITORS**

For security reasons, all doors to the Primary Building are kept locked during the day, including the main entrance. All persons entering the building during the school day are required to stop in the office for a visitor pass before proceeding to a classroom or other area of the building.

### **WELLNESS PLAN**

The Wellness Plan is on file in the School Office and may be reviewed at any time upon request.

### **WITHDRAWALS AND TRANSFERS**

When a family moves from the District, it is best if the school office is notified at least one day in advance. This allows time to complete transfer information for the student's new school. The district observes the statutory regulations that require the forwarding, within 10 days of the receipt of request, an unofficial record of the student's grades to the school to which the student is transferring. The school shall then forward written information relative to the grade levels, subjects, and record of academic grades achieved, current health records, and a most current set of standardized test reports, if applicable. The district, within 10 days after the student has paid all of his/her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.

The law requires that students take a Student Transfer Form with them. Upon receipt of a Release of Records form from the new school, which must be signed by the parent(s), student records will be sent to the new school.

Please remember that all books must be returned to the teachers and any remaining fees must be paid in the school office.

School Calendar  
2010-2011

TBA

-25-

Dear Parent(s)/Guardian(s),

Please remove this page, sign it, and send it to school by Tuesday, September 22, 2009. This will assist the school office in making sure that a handbook has been issued in a timely manner to each family who has a child in either elementary building.

Please read and review the handbook so that you and your child have needed information in support of a happy and successful year for your child. Please feel free to contact the school if you have any questions or concerns regarding information contained in this handbook.

Thank you for your assistance.

Sincerely,

Kristal LeRette, Principal  
Putnam County Primary School

My child, \_\_\_\_\_, and I have received, reviewed and understand the  
*Pint Student's Name First and Last*

2009-2010 Parent-Student Handbook

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Office Use:

\_\_\_\_\_  
Date Received

/ \_\_\_\_\_  
Initials

## Handbook Changes 2010-11

Introduction Page Add:

**For the safety of all, any person entering the building during the school day must enter through the Main North Door and stop in the office before proceeding to a classroom or other areas of the building.**

Page 5 Add:

**Hospitalizations and serious illness or injury will be considered a single absence when a doctor's excuse or order not to attend is provided in writing.**

Page 6 Add:

- a) Clothing students wear should cover them from at least the shoulder to mid thigh. Short-shorts, halter or tube tops, transparent clothing, bare midriffs and items with holes in inappropriate places are not allowed. Clothing students wear should cover them from at least the shoulder to mid thigh. Short-shorts, halter or tube tops, transparent clothing, bare midriffs and items with holes in inappropriate places are not allowed. **Tank tops with shoulder bands/straps approximately one and one-half inch in width are considered appropriate for school.**

Page 10 Add:

### ***EMERGENCY SCHOOL CLOSING***

School may be closed unexpectedly due to severe weather, power failure, or other reasons. **The school district's automated "Alert Now" system will be utilized when ever possible to inform parents of an emergency school closing.** Parents are advised to listen to local radio stations for information about the closing of school during inclement weather conditions. If there is no radio broadcast, consider that school will be in session. Please do NOT call the school office. School phone lines must remain open for instructions and staff communications.

Page 12 Remove:

### ***HEALTH AND SAFETY***

**All children in kindergarten and the second grade shall have a dental examination. Each of these children shall present proof of having been examined by a dentist by May 15<sup>th</sup> of the school year.**

Page 12 Remove:

**Current Illinois Department of Public Health Rules and Regulations require the following immunizations:**

1. **DPT**
2. **Oral Polio**
3. **MMR/Measles**
4. **Hepatitis B series (for Pre-school and entering 5<sup>th</sup> graders)**
5. **Varicella (chickenpox) vaccine**
6. **Haemophilus influenzae type b (Hib)**

Page 12 Add:

**Recognition and Avoidance of Sexual Abuse Education**  
**According to Illinois School Code: 105 ILCS 5/27-12.3, all Illinois public schools, grades k-8 are required to provide five days advance notice to parents or guardians of when instruction is being presented to students regarding the recognition and avoidance of sexual abuse. Additionally, students are not required to participate in such instruction and parents or guardians, upon written request, may disallow their child from this instruction.**

Page 13 Add:

The medication policy is already included in the handbook.  
Next year I will include the medication form as well.

Page 13 Add:

**Emergency Care for Injury and Sudden Illness in the School Setting**  
**Injuries and illness are common occurrences in the school-age population. Although medical emergencies rarely occur in schools, the potential does exist. The school has responsibility for the safety and well-being of students during the hours of school attendance, while on school property, or during school-sponsored activities.**

Parent(s)/Guardian(s) of every student will be required to provide the following emergency information at each school:

- Parents'/guardians' location and phone number during the school day,
- The name and phone number of the student's physician,
- Name and phone number of a relative or neighbor who may be contacted in an emergency,
- Information concerning a student's particular physical disability or medical condition

This information will be required annually and will be kept on file in an accessible location at each school.

First aid or emergency treatment in case of sudden illness or injury to a student or staff member while on school grounds may be given by staff, in accordance with School Board policy. Further medical attention to students is the responsibility of the parent or legal guardian, or the parent or legal guardian's designee

Each principal is charged with providing for the immediate care of ill or injured persons within his/her building. The school nurse or other qualified staff shall administer emergency aid.

The principal must be notified at once of all accidents or illnesses. In order to ensure accuracy, a detailed accident report shall be completed immediately after first aid has been administered. The report shall include the name of the injured party, date, time of day, place, extent of injury, first aid given, and disposition of the case.

In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported by ambulance to the nearest hospital emergency room. A school administrator or his/her designee will accompany the student to the hospital and remain with the student until the parent/guardian arrives. Efforts to notify the parent(s) will continue until they are completed.

No student will be taken home or sent home unless a parent, or someone designated by the parent(s) is at home to accept responsibility for the student.

Principals will inform the superintendent's office immediately of any serious injuries suffered by students or teachers while under the jurisdiction of the school. A report of such injury will be filed in the offices of both the principal and the school nurse. Forms for reporting injuries are available in the main office of all schools. For all injuries serious enough to require medical attention or requiring the student to be taken home, or in all cases where the staff member in charge deems necessary, the written injury report

Will be completed and filed as stated above. Any staff member who witnesses an injury, or assist with care of an injury/illness will complete the injury report. A

copy of the injury report will be given to the school nurse for review and any necessary follow-up.

Parents who object to the procedures contained in this policy are responsible for submitting to the principal a written emergency plan for his/her approval.

School personnel may attend minor injuries as noted in the procedure for Use of Band-Aids in the school setting.

Principals will inform the superintendent's office immediately of any serious injuries suffered by students while under the jurisdiction of the school. A report of such injury will be filed in the offices of both the principal and the school nurse. Forms for reporting injuries are available in the main office of all schools. For all injuries serious enough to require medical attention or requiring the student to be taken home, or in all cases where the staff member in charge deems necessary, the written injury report

Will be completed and filed as stated above. Any staff member who witnesses an injury, or assist with care of an injury/illness will complete the injury report. A copy of the injury report will be given to the school nurse for review and any necessary follow-up.

Parents who object to the procedures contained in this policy are responsible for submitting to the principal a written emergency plan for his/her approval.

School personnel may attend minor injuries as noted in the procedure for Use of Band-Aids in the school setting.

## 2010-2011 Junior High Handbook Changes

### Amended / Adapted - Homework Policy on Page 2

#### Used to Read:

##### Homework

Homework is not necessarily required of all students at all grade levels on a daily basis. It is not given for the sake of keeping the student busy. Homework can help a child develop the habit of independent study, give him/her practice in basic skills, and help him/her learn the need for budgeting his/her time. In order to better prepare students to be productive citizens in the community and in the workplace, no late work for credit will be accepted. This includes work that is left in lockers, at home, etc.

#### Now Reads:

##### Homework

Homework is key component to the learning process. Homework can help a child develop the habit of independent study, give him/her practice in basic skills, and help him/her learn the need for budgeting his/her time. In order to better prepare students to be productive citizens in the community and in the workplace, an emphasis has to be placed on daily homework completion. The zero policy has been adapted. Homework that is one day late will receive at most 70% of the value. An academic lunch detention will be served in place of recess to work on incomplete/missing homework. Homework that is two or more days late will receive zero credit. This includes work that is left in lockers, at home, etc.

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION EXECUTIVE SESSION AGENDA  
JUNE 21, 2010  
6:30 P.M.

- I. Personnel – Salary for Administrators and Employees not covered under the CBA
- II. Negotiations
- III. Discuss Superintendent Goals

## **Superintendent Goals**

**May 25, 2010**

- 1.** The superintendent will work with the administrative team to improve the district assessment program, implementing Lexia that is available from L.E.A.S.E. The use of multiple assessments throughout the district should be evident, and this data should be utilized to continue the school improvement process.
- 2.** The superintendent will lead the administrative team to implement a growth model for student achievement, providing a minimum of quarterly reports to the Board of Education regarding student achievement. Objective data regarding student achievement should be presented to the Board in these quarterly reports.
- 3.** The superintendent will designate a website committee that will meet at regular monthly meetings to determine the need for improvement, including specific measures that will result in a defined action plan for this change.
- 4.** The superintendent will work with the parent advisory committee to implement Fall workshop sessions for parents, providing them with educational opportunities to work more closely with our schools, ultimately promoting improved student achievement.
- 5.** The superintendent will work closely with the Board of Education Finance Committee, administrative team, and district office personnel to develop, implement, and monitor the district budget, including the reduction plan. State funding updates will be provided to the Board of Education, and the superintendent will seek expert advice from a minimum of three outside sources to ensure the most accurate information.
- 6.** The superintendent will provide the Board of Education an updated multi-year budget projection, reflecting the latest changes in funding from the State of Illinois and federal government. In conjunction with changes in funding, personnel needs should be monitored regularly.
- 7.** The superintendent will continue to attend finance seminars and workshops to remain well informed of the changes in school funding sources. This information will be communicated to the Board of Education at their meetings.
- 8.** The superintendent will plan at least two Board of Education retreats in 2010/2011.

## HS PERSONNEL RECOMMENDATIONS PER SUPERINTENDENT

I also would like to recommend that Natalie Hulstrom do the fall play and Phil Grant do the spring play. Miss Hulstrom would also be the Thespian Troup 4705 sponsor.

We still need an Assistant Wrestling coach

## **Salary Recommendation for Administration and Employees Not covered by Collective Bargaining Agreement**

As superintendent, I recommend a raise of \$1000 for the four principals and those employees not covered by the collective bargaining agreement. (Ann Lamboley, Pam Ellena, Anita Timke, Brandy Baele, Tricia Both, Gene Randolph, and Doug Smith) This raise would commence in the 2010/2011 school year.

### **Rationale:**

This raise reflects the lowest raise a certified staff member will receive under the new salary schedule. While these employees are not covered under the collective bargaining agreement, the proposed raise would be the least amount offered those on the schedule.

### **District Goal:**

Maintain strong fiscal responsibility in the Putnam County CUSD #535.

- *Regarding my contract renewal, the personnel committee recommends a \$1000 raise with four additional vacation days. The remainder of the contract was discussed previously, and these are the only changes recommended. A copy of my new contract will be available for inspection at the Board of Education meeting.*

## Putnam County Schools

Teacher Salary Schedule  
2010-2013

YRS	BA	BA + 8	BA + 16	BA + 24	MA	MA + 8	MA + 16	MA + 24	MA + 32	YRS
1	32,700	33,400	34,100	34,800	35,500	36,200	36,900	37,600	38,300	1
2	33,200	33,900	34,600	35,300	36,000	36,700	37,400	38,100	38,800	2
3	33,700	34,400	35,100	35,800	36,500	37,200	37,900	38,600	39,300	3
4	34,200	34,900	35,600	36,300	37,000	37,700	38,400	39,100	39,800	4
5	34,700	35,400	36,100	36,800	37,500	38,200	38,900	39,600	40,300	5
6	35,200	35,900	36,600	37,300	38,000	38,700	39,400	40,100	40,800	6
7	35,700	36,400	37,100	37,800	38,500	39,200	39,900	40,600	41,300	7
8	36,200	36,900	37,600	38,300	39,000	39,700	40,400	41,100	41,800	8
9	36,700	37,400	38,100	38,800	39,500	40,200	40,900	41,600	42,300	9
10	37,200	37,900	38,600	39,300	40,000	40,700	41,400	42,100	42,800	10
11	37,700	38,400	39,100	39,800	40,500	41,200	41,900	42,600	43,300	11
12	38,200	38,900	39,600	40,300	41,000	41,700	42,400	43,100	43,800	12
13	38,700	39,400	40,100	40,800	41,500	42,200	42,900	43,600	44,300	13
14	39,200	39,900	40,600	41,300	42,000	42,700	43,400	44,100	44,800	14
15	39,700	40,400	41,100	41,800	42,500	43,200	43,900	44,600	45,300	15
16	40,200	40,900	41,600	42,300	43,000	43,700	44,400	45,100	45,800	16
17	40,700	41,400	42,100	42,800	43,500	44,200	44,900	45,600	46,300	17
18	41,200	41,900	42,600	43,300	44,000	44,700	45,400	46,100	46,800	18
19			43,100	43,800	44,500	45,200	45,900	46,600	47,300	19
20			43,600	44,300	45,000	45,700	46,400	47,100	47,800	20
21					45,500	46,200	46,900	47,600	48,300	21
22					46,000	46,700	47,400	48,100	48,800	22
23							47,900	48,600	49,300	23
24							48,400	49,100	49,800	24
25										25
26										26

In addition to the displayed salary amounts, the Board of Education will pay TRS and THIS.

**\*We will be using the same salary schedule for all 3 years of the contract life.**

**There will be no additional raise besides your "step" for years 2 and 3.**

**Recommendation for Collective Bargaining Agreement BoardBook, Private**

As superintendent, I recommend that we approve the negotiated collective bargaining agreement for the certified and non-certified staff.

**Rationale:**

The following attachments explain the rationale for passing this collective bargaining agreement. Please refer to the salary schedule and attachment with bulleted points explaining the highlights of this contract.

**District Goal:**

Maintain strong fiscal responsibility in the Putnam County CUSD #535.

Current	\$5,036,087.06
2010/2011	
Base + TRS/IMRF + Medicare/FICA	\$4,891,294.19
2011/2012	
Base + TRS/IMRF + Medicare/FICA	\$4,925,260.49
2012/2013	
Base + TRS/IMRF + Medicare/FICA	\$4,572,849.36

## INSURANCE CHANGES

### Teachers

The Putnam County Insurance program consists of health and major medical, optional dental and fifty thousand dollars (\$50,000) term life insurance for certified staff and twenty-five thousand dollars (\$25,000) term life for support staff

For full-time employees the Board will pay 90% of the monthly premium of single enrollments. For employees who participate in the single plus spouse enrollment, the Board will contribute ninety percent (90%) of the single rate, plus an additional \$3,000. For employees who participate in the single plus children enrollment, the Board will contribute 90 % of the single rate, plus an additional \$2,000. The Board will contribute 90% of the single rate, plus an additional \$5,000 for those employees who participate in the family enrollment.

The spouse of an employee that is eligible for health insurance coverage through his or her own employer shall be ineligible to enroll in the School District sponsored plan, except that the employee's spouse may enroll in the District sponsored plan as secondary coverage, if permitted by the provider, by making the appropriate required contributions as set forth herein.

### ESPs

The Board of Education shall pay for full time ten month employees an amount equal to ninety percent (90%) of the single premiums for the term of this Agreement. For employees who participate in the single plus spouse enrollment, the Board will contribute 90% of the single rate, plus an additional \$3,000. For employees who participate in the single plus children enrollment, the Board will contribute 90 % of the single rate, plus an additional \$2,000. The Board will contribute 90% of the single rate, plus an additional \$5,000 for those employees who participate in the family enrollment.

The spouse of an employee that is eligible for health insurance coverage through his or her own employer shall be ineligible to enroll in the School District sponsored plan, except that the employee's spouse may enroll in the District sponsored plan as secondary coverage, if permitted by the provider, by making the appropriate required contributions as set forth herein.

The Putnam County insurance program consists of health and major medical to which is attached as an option a dental plan and twenty-five thousand dollars (\$25,000) term life insurance coverage. ~~Those employees who are not eligible to receive the Board's contribution to the insurance premium payment shall have the right to apply for enrollment in said insurance program at his/her own expense with said enrollment being subject to the terms of this article.~~

Current employees who are receiving Board paid health insurance who would not in the future qualify for that benefit under the language contained in the previous paragraph shall continue to be eligible for Board paid health insurance (upon the applicable policy terms and conditions at that time) for the duration of their employment with the District at his/her own expense. The RIF and recall of an employee shall not disqualify an employee from receiving this grandfathered insurance benefit.

It is agreed that a new medical insurance plan may be put in effect, through the cooperative effort of the parties. The benefits of any new plan shall be comparable to those of the current plan subject to the recommendation of the insurance committee. Only majority recommendations of the insurance committee (made up of two (2) board members, two (2) teacher association members, one (1) ESP association member, and one non-union employee,

such as the district bookkeeper, with the Superintendent as a non-voting member) will be adopted by the Board.

## RETIREMENT CHANGES

### Teachers' Retiree Health Insurance

Only those employees who were participating in the District's Teachers' Retiree Health Insurance Program during the 2009-2010 school year and those teachers who by November 1, 2009 had provided the District with an irrevocable notice of intent to retire qualifying them to participate in the District's Early Retirement Incentive shall be eligible to receive the following Teachers' Retiree Health Insurance benefits. **Future retirees are ineligible to participate.** Moreover, once an eligible employee opts out of the Retiree Health Insurance Program, they shall forever be ineligible to participate in the program.

### Teachers' Early Retirement Incentive

The teacher shall be removed from the negotiated salary schedule and guaranteed a salary increase of 6% above the teacher's previous year's TRS credible earnings for each year of notice, up to **four years (i.e., four year notice - 6% each year for four years;** three year notice - 6% each year for three years; two years notice - 6% for two year; and one year notice – 6%). At no time during the retirement incentive period shall an employee receive more than 106% of the previous year's creditable earnings. For purposes of calculating the 6% increase, TRS contributions shall be deducted from the previous year's creditable earnings prior to calculating the increase.