

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION MEETING AGENDA
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER
June 16, 2014
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. ADJUSTMENTS TO THE AGENDA	
V. AUDIENCE PARTICIPATION/HEARING OF DELEGATIONS	
VI. CORRESPONDENCE	
VII. CONSENT AGENDA	
A. Approve May 19, 2014 Regular and Executive Session Minutes and May 28, 2014 Special and Executive Session Minutes.	3
B. Approve District Bills	11
C. Approve Financial Reports	29
D. Approve Treasurer's Report	92
E. Destroy Executive Session Verbatim Recordings of December 17, 2012	
VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS	
A. Superintendent's Report	
1. Transportation Report	94
2. Investment Report	95
3. State Funding Update	104
4. Budget update	105
B. Principals' Reports	106
C. Committee Reports	
1. Policy Committee	
a. First Reading PRESS Plus Issue 85 May 2014	113

2. Negotiations Committee
3. Finance Committee
4. Building/Grounds Committee
5. Personnel Committee
6. Insurance Committee

IX. OLD BUSINESS

X. NEW BUSINESS

- | | |
|--|-----|
| A. Approve the reimbursable mileage rate at 56¢ (Action) | 134 |
| B. Approve Lunch Price Increases (Action) | 135 |
| C. Prevailing Wage Resolution (Action) | 137 |
| D. Accept Milk Bid (Action) | 140 |
| E. Approve Treasurer's Bond (Action) | 145 |
| F. Approve Legal Liability (Action) | 147 |
| G. Approve Handbooks (Action) | 151 |
| H. Approve Chrome Book and Computer Lease (Action) | 332 |
| I. Approve RtI Manual (Action) | 335 |
| J. Asphalt Repair Work (Possible Action) | 367 |
| K. Approve 2014 Bleacher Work (Action) | 369 |

XI. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT. 371

XII. ACTION ITEMS FOLLOWING EXECUTIVE SESSION

- A. Pay Increases (Action)
- B. Accept Resignations (Action)
- C. Hirings (Action)

XIII. ADJOURNMENT

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

Board of Education
Regular Meeting
6:30 p.m., May 19, 2014
Media Center Putnam County Primary School

President Mrs. Nauman 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: Mr. Copeland, Mrs. Gilbert, Mrs. Nauman, and Mrs. Shore. Ms. Glenn entered at 6:35 p.m. Mr. Gibson and Mrs. Popurella were absent.

ROLL CALL

Mr. Heiser and FFA members presented the Annual FFA Report.

DELEGATIONS

Thank you notes from Janice Hoffman for Staff Appreciation gift and Vicky Nauman for sympathy plant.

CORRESPONDENCE

Ms. Glenn moved and Mrs. Gilbert seconded the motion to approve the Consent Agenda: Regular and Executive session minutes of April 28, 2014 and May 7, 2014 Special Board meeting minutes, Treasurer's Report for month of April, Financial Reports for month of April, bills for month of May, destroy Executive Session Verbatim Recordings of November 19, 2012, and approve 2014-2015 IHSA Registration. On roll call the members voted as follows: Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; Mr. Copeland, aye; and Mrs. Gilbert, aye. Motion carried.

CONSENT AGENDA

The Principals' reports are on BoardBook.

PRINCIPALS' REPORTS

Mrs. Cross introduced new hires - Angie Serafini, Kindergarten teacher and Amy Kreiser, Second Grade teacher.

Mr. Peterson announced the ACT average was above 20 for this years' junior class.

SUPERINTENDENT REPORT

Transportation - Toward the end of the school year, it is common to have additional problems on our buses because of the restless nature of our students. It is a testimony to the improvement of Johannes that the list of concerns is minimal at this time.

Investment - The next CD will mature on 11/17/14. It is currently earning 0.7% and is held at First State Bank. Following district investment policy, we will place this CD out for bids in early November. (\$207,462)

State Funding - The visit to Springfield was enlightening, as the educational funding reform bill, Senate Bill 16, was discussed in depth. Of course, I had many questions and have been extremely concerned about this proposal that could result in the loss of \$874,559 to our district from the State of Illinois. I am grateful to report that the legislators do not believe that this bill will pass in its current form. We will most likely not need to worry about this legislation, at least for now. If such a bill passes next year, it would likely be a gradual cost shift, taking place over three to four years. While we will still continue to fight this bill, I do have a plan that should help to solve the problem through our multi-year budget process.....if the worst case scenario occurs. When our Enterprise Zone projects come off of the tax rolls, this should provide our district with funds to compensate for this loss.

The amount regained in taxes will be nearly identical to that which the State may reduce. The State of Illinois is nearly current with their payments at this time. The only amount owed is \$10.00 for E.C.E.

No Committee Reports

COMMITTEE
REPORTS

Mr. Copeland moved and Mrs. Shore seconded the motion to approve the revised RtI Internal Coach job description. All ayes, motion carried.

RtI INTERNAL
COACH JOB
DESCRIPTION

Mrs. Gilbert moved and Ms. Glenn seconded the motion to approve the Junior High Language Art Proposal for \$26,236.71. On roll call the members voted as follows: Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; and Mr. Copeland, aye. Motion carried.

JH LANG ARTS
PROPOSAL

Ms. Glenn moved and Mrs. Shore seconded the motion to approve the Midwest Transit Bus Lease for a 2014 Chevrolet/Collins 18+1 wheelchair bus, 3 years for \$9,264 per year. On roll call the members voted as follows: Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; Mr. Copeland, aye; and Mrs. Gilbert, aye. Motion carried.

MIDWEST TRANSIT
BUS LEASE

At 7:25 p.m. Mr. Copeland moved and Mrs. Gilbert seconded the motion to adjourn to executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the district. On roll call the members voted as follows: Mr. Copeland, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

EXECUTIVE
SESSION

At 7:55 p.m. Mr. Copeland moved and Ms. Glenn seconded the motion to return to open session. On roll call the members voted as follows: Mr. Copeland, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

Mrs. Shore moved and Ms. Glenn seconded the motion to hire the following for summer maintenance: Trey Schorn, Kayla Harris, Jared Sale, Chris Walker, James Barnett, Mike Weide, Ciera Keller, Josh Tonozzi, RJ Copeland, Brianna Downey, Alissa Dean, and Alaina Sunken. On roll call the members voted as follows: Mrs. Shore, aye; Mr. Copeland, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; and Mrs. Nauman, aye. Motion carried.

PERSONNEL

Mr. Copeland moved and Ms. Glenn seconded the motion to hire Natalie Hulstrom as Musical Accompanist. On roll call the members voted as follows: Mr. Copeland, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

Ms. Glenn moved and Mr. Copeland seconded the motion to accept with regret the resignations of Jennifer Garcia as Pantera Coach and Jared Sale as HS Aide. All ayes, motion carried.

Mrs. Shore moved and Mrs. Gilbert seconded the motion to accept the resignation of Scott Roseberg as HS Math teacher. All ayes, motion carried.

PUTNAM COUNTY BOARD OF EDUCATION

MAY 19, 2014

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At 8:00 p.m. Mr. Copeland moved and Ms. Glenn 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
EXECUTIVE SESSION MINUTES
May 19, 2014

CALL TO ORDER The School Board of Putnam County met in regular session in the media center at the Primary Building.

ROLL CALL The following members were present to answer roll call: Mr. Copeland, Mrs. Gilbert, Mrs. Nauman, and Mrs. Shore. Ms. Glenn entered at 6:35 p.m. Mr. Gibson and Mrs. Popurella were absent.

EXECUTIVE SESSION At 7:25 p.m. Mr. Copeland moved and Mrs. Gilbert seconded the motion to adjourn to executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the district. On roll call the members voted as follows: Mr. Copeland, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

ITEMS DISCUSSED

- I. Hire Summer Workers – Trey Schorn
 - Kayla Harris
 - Jared Sale
 - Chris Walker
 - James Barnett
 - Mike Weide
 - Ciera Keller
 - Josh Tonozzi
 - RJ Copeland
 - Brianna Downey
 - Alissa Dean
 - Alaina Sunken
- II. Hire Natalie Hulstrom – Musical Accompanist
- III. Resignations – Jennifer Garcia, Panteras
 - Scott Roseberg, HS Math
 - Jared Sale, HS Aide

ADJOURN
RETURN TO OPEN MEETING At 7:55 p.m. Mr. Copeland moved and Ms. Glenn seconded the motion to return to open session. On roll call the members voted as follows: Mr. Copeland, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

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 28, 2014
Media Center Putnam County Primary School

President Mrs. Nauman 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: Mr. Copeland, Mrs. Gilbert, Ms. Glenn, Mrs. Nauman and Mrs. Shore. Mr. Gibson and Mrs. Popurella were absent

ROLL CALL

At 6:37 p.m. Mrs. Gilbert moved and Mrs. Shore seconded the motion to adjourn to executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the district. On roll call the members voted as follows: Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; and Mr. Copeland, aye. Motion carried.

EXECUTIVE
SESSION

At 6:52 p.m. Ms. Glenn moved and Mr. Copeland seconded the motion to return to open session. On roll call the members voted as follows: Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; Mr. Copeland, aye; and Mrs. Gilbert, aye. Motion carried.

Superintendent McCracken presented a letter from Hopkins and Associates concerning the annual school audit. The School District has a letter of intent signed with Gorenz and Associates for the FY 13-14 Audit.

Mrs. Shore moved and Mrs. Gilbert seconded the motion to accept the retirement agreement with Sue Evans effective June 6, 2014. On roll call the members voted as follows: Mrs. Shore, aye; Mr. Copeland, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; and Mrs. Nauman, aye. Motion carried.

PERSONNEL

Ms. Glenn moved and Mr. Copeland seconded the motion to hire Jared Moore as HS Summer School teacher. On roll call the members voted as follows: Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; Mr. Copeland, aye; and Mrs. Gilbert, aye. Motion carried.

At 7:00 p.m. Mrs. Gilbert moved and Mrs. Shore 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
EXECUTIVE SESSION MINUTES
May 28, 2014

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

ROLL CALL The following members were present to answer roll call: Mr. Copeland, Mr. Gibson, Mrs. Gilbert, Ms. Glenn, Mrs. Nauman and Mrs. Shore. Mrs. Popurella was absent

EXECUTIVE SESSION At 7:05 p.m. Mr. Gibson moved and Mrs. Gilbert seconded the motion to adjourn to executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the district. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, ay; Mrs. Shore, aye; and Mr. Copeland, aye. Motion carried.

- ITEMS DISCUSSED
- I. Superintendent Contract
 - II. Resignation – Angie Serafini – Title Parapro
 - III. Hire – Angie Serafini – Kindergarten Teacher
Amy Kreiser – Second Grade Teacher
 - IV. Bob Peterson and Sue Evans – special retirement options

ADJOURN
RETURN TO OPEN MEETING At 8:15 p.m. Mr. Gibson moved and Mr. Copeland seconded the motion to return to open session. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Shore, aye; and Mr. Copeland, aye. Motion carried.

BOARD PRESIDENT: _____

DATE: _____

BOARD SECRETARY: _____

DATE: _____

Bills Payable List

Printed: 6/12/2014 1:00 PM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 6/1/2014 to 6/30/2014

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
ACE TIRE & AUTO SERVICE INCE					
		H S-GROUNDS SUPPLIES	610	59.49	20-2543-410-2
				<u>59.49</u>	
ADVANCED SANITATION					
		H S- GROUNDS REPAIR/MAIN	610	180.00	20-2543-323-2
				<u>180.00</u>	
AFLAC					
		AFLAC-AFTER	999	136.66	10-481
		AFLAC-PRE TAX	97	136.11	10-481
		AFLAC-PRE TAX	97	10.79	20-481
		AFLAC-PRE TAX	97	136.11	10-481
		AFLAC-AFTER	999	136.66	10-481
		AFLAC-PRE TAX	97	10.79	20-481
				<u>567.12</u>	
ALLIED WASTE SERVICES #366					
		ALL SCHOOL SERVICES	610	639.43	20-2542-321-1
				<u>639.43</u>	
AMEREN ILLINOIS					
		H S- ELECTRIC SERVICE	610	50.92	20-2542-466-2
		JR HI-NATURAL GAS	611	124.48	20-2542-465-3
				<u>175.40</u>	
AMSAN LLC					
		HIGH SCHOOL-BLDG SUPPLIE	610	776.00	20-2542-410-2
				<u>776.00</u>	
ARAMARK					
		ALL SCHOOL SERVICES	610	543.80	20-2542-321-1
		ALL SCHOOL SERVICES	610	274.08	20-2542-321-1
		ALL SCHOOL SERVICES	610	498.12	20-2542-321-1
		ALL SCHOOL SERVICES	610	187.42	20-2542-321-1
		ALL SCHOOL SERVICES	610	869.43	20-2542-321-1
				<u>2,372.85</u>	
BAELE, BRANDY					
		SW-TRAVEL	610	26.32	10-2110-332-1
		MEDICAID	610	106.22	10-1220-411-11
		MEDICAID	610	23.73	10-1220-411-11
				<u>156.27</u>	
BELLWETHER MEDIA					
43018		TITLE I 1-6	610	232.73	10-1250-410-36
				<u>232.73</u>	
BLUE CROSS BLUE SHIELD					
		BOARD DUES/FEES	616	2,082.84	10-2310-640-6
		HLTH CRT S	98	939.34	10-481
		HLTH CRT S	98	1.14	80-481
		HLTH BP CRT S	98	8,478.92	10-481
		HLTH BP CRT S	98	10.36	80-481
		HLTH CRT F	98	3,099.65	10-481

Bills Payable List

Printed: 6/12/2014 1:00 PM

PUTNAM COUNTY CUSD #535

Expense on Date: 6/1/2014 to 6/30/2014

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		HLTH CRT F	98	4.43	80-481
		HLTH BP CRT F	98	3,310.67	10-481
		HLTH BP CRT F	98	4.74	80-481
		HLTH CRT E + S	98	1,817.76	10-481
		HLTH CRT E + S	98	4.56	80-481
		HLTH BP CRTE+S	98	3,114.52	10-481
		HLTH BP CRTE+S	98	7.80	80-481
		HLTH BP ADM S	98	294.69	10-481
		HLTH NC F	98	443.44	10-481
		HLTH BP NC F	98	473.63	10-481
		HLTH NC S	98	117.56	10-481
		HLTH NC S	98	88.17	20-481
		HLTH BP NC S	98	1,061.16	10-481
		HLTH BP NC S	98	795.87	20-481
		HLTH BP EMP+C	98	348.63	20-481
		HLTH E + C	98	980.12	10-481
		HLTH BP E + C	98	1,394.52	10-481
		HLTH E + C	98	245.03	20-481
		HLTH ADM BP F	98	2,751.21	10-481
		HLTH ADMIN E+S	98	572.54	10-481
		HLTH ADMIN E+S	98	45.55	40-481
		CROSS CAT-INS	9,999	263.76	10-1220-222-1
		ELEMENTARY-CUST MED INS	9,999	39.89	20-2542-222-4
		FISCAL SVCS-INSURANCE	9,999	19.80	10-2520-222-1
		H S CUSTODIAL MED INS	9,999	39.60	20-2542-222-2
		H S-MEDICAL INSURANCE	9,999	521.74	10-1113-222-2
		HENN ELEM-MED INSURANCE	9,999	242.02	10-1110-222-4
		JH CUSTODIAL-MED	9,999	19.80	20-2542-222-3
		JR HI-TEACHER MED INS	9,999	162.54	10-1112-222-3
		MEDIA PROG-MEDICAL INS	9,999	19.80	10-2220-222-1
		MUSIC INSURANCE	9,999	81.13	10-1115-222-1
		PRIMARY-MED INS	9,999	263.75	10-1111-222-5
		PRINC OFFICE-MEDICAL INS	9,999	305.84	10-2410-222-1
		SUPT OFFICE-MED INS	9,999	41.53	10-2320-222-1
		SW-INSURANCE	9,999	41.53	10-2110-222-1
		TECH - INSURANCE	9,999	19.80	10-2226-222-1
		HLTH CRT S	98	997.91	10-481
		HLTH BP CRT S	98	9,007.59	10-481
		HLTH NC S	98	88.17	20-481
		HLTH BP NC S	98	795.87	20-481
		HLTH CRT F	98	3,099.73	10-481
		HLTH CRT F	98	4.35	80-481
		HLTH BP CRT F	98	3,310.77	10-481
		HLTH BP CRT F	98	4.64	80-481
		HLTH CRT E + S	98	1,817.85	10-481
		HLTH CRT E + S	98	4.47	80-481
		HLTH E + C	98	245.03	20-481
		HLTH BP EMP+C	98	348.63	20-481
		HLTH BP CRTE+S	98	3,114.67	10-481

Bills Payable List

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 PUTNAM COUNTY CUSD #535
 Expense on Date: 6/1/2014 to 6/30/2014

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		HLTH BP CRTE+S	98	7.65	80-481
		HLTH CRT S	98	1.06	80-481
		HLTH BP CRT S	98	9.62	80-481
		HLTH E + C	98	980.12	10-481
		HLTH BP E + C	98	1,394.52	10-481
		HLTH ADM BP F	98	2,751.21	10-481
		HLTH NC S	98	117.56	10-481
		HLTH BP NC S	98	1,061.16	10-481
		HLTH CRT S	98	0.29	40-481
		HLTH BP CRT S	98	2.65	40-481
		HLTH BP ADM S	98	294.69	10-481
		HLTH NC F	98	443.44	10-481
		HLTH BP NC F	98	473.63	10-481
		HLTH ADMIN E+S	98	572.54	10-481
		HLTH ADMIN E+S	98	45.55	40-481
				<u>\$65,566.75</u>	
BOLIN, RAY					
		H S TRAVEL	610	173.90	10-1113-332-2
		JR HI-TRAVEL	610	173.90	10-1112-332-3
				<u>\$347.80</u>	
BOTH, PATRICIA					
		SW-SUPPLIES	610	262.50	10-2110-410-1
		SW-TRAVEL	610	151.34	10-2110-332-1
		SW-TRAVEL	610	42.77	10-2110-332-1
				<u>\$456.61</u>	
BOUDREAU, REBECCA					
		HENN ELEM-TRAVEL	610	70.50	10-1110-332-4
				<u>\$70.50</u>	
BUILDERS CHOICE, INC.					
		ELEMENTARY-BLDG CAP OUT	610	8,299.69	20-2542-540-4
				<u>\$8,299.69</u>	
BUREAU COUNTY REPUBLICAN					
		INFO SERV-ADVERTISING	610	96.00	10-2630-350-1
				<u>\$96.00</u>	
CABLE ORGANIZER INC					
	54769	LEASE FD TECH SUPPLY	610	246.40	10-1112-410-1
				<u>\$246.40</u>	
CARLSON, CARL					
		PRINC OFFICE-TRAVEL	610	207.74	10-2410-332-1
				<u>\$207.74</u>	
CENTRAL RESTAURANT PRODUCTS					
	28067	H S-CAFE MISC SUPPLIES	610	705.25	10-2560-490-2
	43309	HENN ELEM-CAFE MISC	611	708.78	10-2560-490-4
	52644	H S-CAFE MISC SUPPLIES	610	665.30	10-2560-490-5
				<u>\$2,079.33</u>	
CEREBELLUM CORP					

Bills Payable List

Printed: 6/12/2014 1:00 PM

PUTNAM COUNTY CUSD #535

Expense on Date: 6/1/2014 to 6/30/2014

Vendor Name				
P.O. Number	Description	Batch #	Amount	State Account Number
32954	JH MEDIA-AV	610	49.90	10-2220-430-3
32954	H S-CAFE MISC SUPPLIES	610	73.88	10-2220-430-3
32995	JH MEDIA BOOKS	611	29.95	10-2220-411-3
			<u>\$153.73</u>	
CHILDRENS HOME ASSOC OF ILLINOIS				
	SP ED TUITION PUBLIC	610	4,825.80	10-4220-600-1
	SP ED TUITION PUBLIC	610	3,906.60	10-4220-600-1
			<u>\$8,732.40</u>	
CIONI FORD, AL				
	EX CURRICULAR VAN	610	36.00	40-2550-324-1
	DRIVERS ED R/M	610	31.50	10-1700-323-2
	YELLOW BUS R/M	610	33.50	40-2550-322-1
			<u>\$101.00</u>	
CLASSROOM DIRECT/SCHOOL SPECIALTY INC.				
42989	TITLE I 1-6	610	48.49	10-1250-410-36
43285	HENN OFFICE - SUPPLI	610	428.61	10-2410-410-4
43297	HENN ELEM-SUPPLIES	610	93.80	10-1110-410-4
			<u>\$570.90</u>	
COMMON GOALS SYSTEMS, INC				
64766	TEACHER EASE	610	10,404.45	10-1113-470-1
			<u>\$10,404.45</u>	
COMPANION LIFE (DENTAL)				
	DENTAL CERT S	98	167.19	10-481
	DENTAL CERT S	98	0.23	80-481
	DENTAL BP CRT S	98	310.45	10-481
	DENTAL BP CRT S	98	0.41	80-481
	DENTAL CRT F	98	433.74	10-481
	DENTAL CRT F	98	0.96	80-481
	DENTAL BP CRT F	98	805.51	10-481
	DENTAL BP CRT F	98	1.79	80-481
	DENTAL CERT S+	98	159.53	10-481
	DENTAL CERT S+	98	0.30	80-481
	DENT BP CRT S+	98	296.24	10-481
	DENT BP CRT S+	98	0.54	80-481
	DENT ADM BP F	98	207.00	10-481
	DENT ADM BP S	98	21.74	10-481
	DENT ADMIN E+S	98	38.44	10-481
	DENT ADMIN E+S	98	3.06	40-481
	DENT NC FAMILY	98	48.30	10-481
	DENT NC FAMILY	98	24.15	20-481
	DENT NC BP FAM	98	89.70	10-481
	DENT NC BP FAM	98	44.85	20-481
	DENT NC S+ 1	98	14.53	10-481
	DENT BP NC S+ 1	98	26.98	10-481
	DENT NC SINGLE	98	15.22	10-481
	DENT NC SINGLE	98	22.83	20-481
	DENT NC BP SIN	98	28.26	10-481

Bills Payable List

Printed: 6/12/2014 1:00 PM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 6/1/2014 to 6/30/2014

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		DENT NC BP SIN	98	42.39	20-481
		DENTAL EMP PD	98	22.26	10-481
		CROSS CAT-INS	9,999	15.99	10-1220-222-1
		ELEMENTARY-CUST MED INS	9,999	3.31	20-2542-222-4
		FISCAL SVCS-INSURANCE	9,999	1.04	10-2520-222-1
		H S CUSTODIAL MED INS	9,999	2.08	20-2542-222-2
		H S-MEDICAL INSURANCE	9,999	32.64	10-1113-222-2
		HENN ELEM-MED INSURANCE	9,999	18.63	10-1110-222-4
		JH CUSTODIAL-MED	9,999	1.04	20-2542-222-3
		JR HI-TEACHER MED INS	9,999	10.69	10-1112-222-3
		MUSIC INSURANCE	9,999	4.07	10-1115-222-1
		PRIMARY-MED INS	9,999	21.38	10-1111-222-5
		PRINC OFFICE-MEDICAL INS	9,999	19.58	10-2410-222-1
		SUPT OFFICE-MED INS	9,999	1.99	10-2320-222-1
		SW-INSURANCE	9,999	3.03	10-2110-222-1
		DENTAL CERT S+	98	159.54	10-481
		DENT BP CRT S+	98	296.25	10-481
		DENTAL EMP PD	98	22.26	10-481
		DENT NC SINGLE	98	22.83	20-481
		DENT NC BP SIN	98	42.39	20-481
		DENTAL CRT F	98	433.81	10-481
		DENTAL CRT F	98	0.89	80-481
		DENTAL BP CRT F	98	805.64	10-481
		DENTAL BP CRT F	98	1.66	80-481
		DENTAL CERT S+	98	0.29	80-481
		DENT BP CRT S+	98	0.53	80-481
		DENT NC FAMILY	98	24.15	20-481
		DENT NC BP FAM	98	44.85	20-481
		DENTAL CERT S	98	182.34	10-481
		DENTAL CERT S	98	0.21	80-481
		DENTAL BP CRT S	98	338.60	10-481
		DENTAL BP CRT S	98	0.38	80-481
		DENT ADM BP F	98	207.00	10-481
		DENT NC BP SIN	98	28.26	10-481
		DENTAL CERT S	98	0.08	40-481
		DENTAL BP CRT S	98	0.14	40-481
		DENT ADMIN E+S	98	3.06	40-481
		DENT NC S+ 1	98	14.53	10-481
		DENT BP NC S+ 1	98	26.98	10-481
		DENT ADM BP S	98	21.74	10-481
		DENT NC SINGLE	98	15.22	10-481
		DENT NC FAMILY	98	48.30	10-481
		DENT NC BP FAM	98	89.70	10-481
		DENT ADMIN E+S	98	38.44	10-481
				\$5,832.14	
COMPANION LIFE (LIFE)					
		LIFE ADM BP	98	19.00	10-481
		LIFE SUPT BP 2	98	4.40	10-481

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		LIFE SUPT BP 2	98	0.35	40-481
		LIFE CERT	98	93.83	10-481
		LIFE CERT	98	0.18	80-481
		LIFE CERT BP	98	173.68	10-481
		LIFE CERT BP	98	0.27	80-481
		LIFE NC	98	6.66	10-481
		LIFE NC	98	3.32	20-481
		LIFE NC BP	98	12.38	10-481
		LIFE NC BP	98	6.20	20-481
		LIFE EMP PD	98	2.38	10-481
		LIFE CERT	98	97.18	10-481
		LIFE CERT BP	98	179.83	10-481
		LIFE NC	98	6.65	20-481
		LIFE NC BP	98	12.38	20-481
		LIFE CERT	98	0.15	80-481
		LIFE CERT BP	98	0.27	80-481
		LIFE NC BP	98	18.56	10-481
		LIFE CERT	98	0.02	40-481
		LIFE CERT BP	98	0.03	40-481
		LIFE EMP PD	98	2.38	10-481
		LIFE ADM BP	98	19.00	10-481
		LIFE NC	98	9.99	10-481
		LIFE SUPT BP 2	98	4.40	10-481
		LIFE SUPT BP 2	98	0.35	40-481
				<u>\$673.84</u>	
COMPLETE INDUSTRIAL & ELECTRIC SUPPLY					
		H S-BUILDING REPAIRS/MAI	610	501.91	20-2542-323-2
				<u>\$501.91</u>	
CULLIGAN TRI CO SALES					
		ALL SCHOOL SERVICES	610	119.25	20-2542-321-1
		ALL SCHOOL SERVICES	610	106.00	20-2542-321-1
				<u>\$225.25</u>	
DAVIS, ANNETTE E					
		MEDIA PROG-TRAVEL	610	9.21	10-2220-332-1
		MEDIA PROG-TRAVEL	610	34.64	10-2220-332-1
		DONATIONS	610	191.50	10-2310-412-6
				<u>\$235.35</u>	
DELTA EDUCATION					
	43253	COMMON CORE	610	50.40	10-2210-410-1
				<u>\$50.40</u>	
DEMCO INC.					
	33007	JR HI MEDIA-PERIODIC	610	49.09	10-2220-440-3
	43305	HEN MEDIA-SUPPLIES	610	109.13	10-2220-410-4
				<u>\$158.22</u>	
DISCOUNT SCHOOL SUPPLY					
	52766	ECE INST SUP 1-6	610	212.44	10-1125-410-1
				<u>\$212.44</u>	

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ELLENA, PAMELA					
		SUPT OFFICE-SUPPLIES	610	23.00	10-2320-410-1
				<u>\$23.00</u>	
FENCE SPECIALTIES INC					
		H S- GROUNDS CAP OUTLAY	610	1,965.00	20-2543-540-2
33014		JR HI ATHLETIC CAP O	610	1,585.00	10-1501-540-3
				<u>\$3,550.00</u>	
FICEK ELECTRIC & COMM					
		H S-BUILDING REPAIRS/MAI	610	120.00	20-2542-323-2
				<u>\$120.00</u>	
FIFER, SAMANTHA					
		F/C SCIENCE SUPPLY	610	64.21	10-1113-412-2
				<u>\$64.21</u>	
FIRST CHOICE MED EQUIPMENT					
		MEDICAID	610	160.00	10-1220-411-11
				<u>\$160.00</u>	
FRONTIER					
		H S - TELEPHONE SERVICE	610	88.56	20-2542-340-2
		SUPT-TELEPHONE	610	91.37	20-2542-340-1
		ELEM-TELEPHONE	610	125.57	20-2542-340-4
				<u>\$305.50</u>	
G & B MECHANICAL					
		PRIMARY REPAIR/MAI	610	92.63	20-2542-323-5
				<u>\$92.63</u>	
GOETSCH, KYLE					
		STATE ATHLETIC TRAVEL	610	783.98	10-1501-332-1
				<u>\$783.98</u>	
GOETZ, JODIE L					
		MEDICAID	610	18.98	10-1220-411-11
				<u>\$18.98</u>	
GOSLIN, VANESSA					
		H S TRAVEL	610	84.60	10-1113-332-2
		JR HI-TRAVEL	610	84.60	10-1112-332-3
		JR HI-TRAVEL	610	14.10	10-1112-332-3
		H S TRAVEL	610	14.10	10-1113-332-2
				<u>\$197.40</u>	
GRAPHIC ELECTRONICS					
		HS OFFICE - SUPPLIES	610	442.75	10-2410-410-2
		MUSIC AWARDS	610	184.00	10-1115-487-1
		RCB 13-14	610	94.50	10-2310-411-6
		REBECCA CAUDILL READING	610	18.50	10-2310-411-6
		JR HI ATHLETIC AWARDS	611	17.00	10-1501-487-3
				<u>\$756.75</u>	
GRASSERS					
		JR HI-BUILDING SUPPLIES	610	72.74	20-2542-410-3
				<u>\$72.74</u>	

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GUMDROP BOOKS					
	28015	JR HI-BUILDING SUPPLIES	610	274.20	10-2220-470-2
				<u>\$274.20</u>	
HALL HIGH SCHOOL					
		SP ED TUITION PUBLIC	610	1,703.94	10-4220-600-1
				<u>\$1,703.94</u>	
HEALY, BENDER & ASSOCIATES, INC.					
		ELEMENTARY-BLDG CAP OUT	610	2,083.44	20-2542-540-4
		JR HI-BUILDING CAP OUT	610	2,318.36	20-2542-540-3
		PRIMARY BLDG CAP OUT	610	4,220.64	20-2542-540-5
				<u>\$8,622.44</u>	
HEGGEN, JOHN					
		TRANSP - YB SUPPLY	610	101.30	40-2550-411-1
				<u>\$101.30</u>	
HEINEMANN					
	43274	TITLE I 1-6	610	92.40	10-1250-410-36
				<u>\$92.40</u>	
HENNEPIN BLDG IMPREST					
		PRINC OFFICE-POSTAGE	610	126.40	10-2410-341-1
				<u>\$126.40</u>	
HENNEPIN BOAT STORE LLC.					
		ELEMENTARY-GROUNDS SUPPLY	610	109.37	20-2543-410-4
		JR HI-GROUNDS REP/MAIN	610	15.00	20-2543-323-3
				<u>\$124.37</u>	
HENNEPIN FOOD MART					
		BOARD SUPPLIES	610	1,140.00	10-2310-410-6
		ELEMENTARY-BLDG SUPPLIES	610	52.79	20-2542-410-4
		HENN-CAFE FOOD	610	15.12	10-2560-410-4
				<u>\$1,207.91</u>	
HENNEPIN WATER DISTRICT					
		ELEM-WATER	610	440.17	20-2542-322-4
				<u>\$440.17</u>	
HIGH NOON BOOKS					
	43275	TITLE I 1-6	610	198.00	10-1250-410-36
				<u>\$198.00</u>	
HIGH SCHOOL IMPREST					
		CO-OP SUPPLIES	610	154.97	10-1459-410-2
		HS ATHL OFFICIALS	610	885.00	10-1501-319-2
		VOC AG- TRAVEL	610	534.00	10-1401-332-2
		HS ATH DUES/FEES	610	125.00	10-1501-640-2
		HS OFFICE - SUPPLIES	610	239.32	10-2410-410-2
		STUDENT LUNCH	610	314.09	10-1611
				<u>\$2,252.38</u>	
HILLMANN PEDIATRIC THERAPY					
		PHYS IMP-CONTRACT SERVIC	610	5,705.72	10-1204-319-1
				<u>\$5,705.72</u>	

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HINCKLEY SPRING WATER CO					
		SUPT OFFICE-SUPPLIES	610	33.48	10-2320-410-1
				<u>\$33.48</u>	
HOFFMAN, JANICE					
		ECE FOOD SUPP	610	34.35	10-1125-411-1
		ECE COMM TRAVEL	610	127.42	10-1125-336-1
		ECE COMM TRAVEL	610	38.45	10-1125-336-1
				<u>\$200.22</u>	
HOMEFIELD ENERGY					
		JR HI-ELECTRICAL SERVICE	610	2,135.40	20-2542-466-3
		ELEMENTARY-ELECTRIC SERVI	610	1,221.71	20-2542-466-4
		H S- ELECTRIC SERVICE	610	5,601.92	20-2542-466-2
		JR HI-ELECTRICAL SERVICE	610	932.42	20-2542-466-3
		ELEMENTARY-ELECTRIC SERVI	610	472.56	20-2542-466-4
		PRIMARY-ELECTRIC SERVIC	610	3,436.48	20-2542-466-5
				<u>\$13,800.49</u>	
HULSTROM, NATALIE					
		MUSIC TRAVEL	610	72.38	10-1115-332-1
				<u>\$72.38</u>	
IL DEPT OF REVENUE					
		GARNISHMENT	98	238.84	10-481
				<u>\$238.84</u>	
IL PRINCIPALS ASSOCIATION					
		CARLSON	611	449.00	10-2410-640-1
				<u>\$449.00</u>	
IL VALLEY CELLULAR					
		ALL SCHOOL SERVICES	610	153.03	20-2542-321-1
		ALL SCHOOL SERVICES	610	117.33	20-2542-321-1
				<u>\$270.36</u>	
IL VALLEY WASTE SERVICES					
		ALL SCHOOL SERVICES	610	389.64	20-2542-321-1
		ALL SCHOOL SERVICES	610	585.57	20-2542-321-1
				<u>\$975.21</u>	
ILLINOIS VALLEY BUSINESS					
		HEN R/M/COPIERS	91	399.15	10-1110-323-4
		HS R/M / COPIER	91	399.16	10-1113-323-2
		JH R/M/COPIER	91	399.16	10-1112-323-3
		PRIMARY R/M /COPIER	91	399.15	10-1111-323-5
		SUP COPY MACHINE	91	399.16	10-2320-323-1
				<u>\$1,995.78</u>	
INSTRUMENTALIST AWARDS					
27950		MUSIC AWARDS	610	267.00	10-1115-487-1
				<u>\$267.00</u>	
JOHNSON, LARRY					
		JR HI-GROUNDS REP/MAIN	610	985.00	20-2543-323-3
				<u>\$985.00</u>	

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JOHNSON, STEPHEN					
		GUIDANCE-TRAVEL	610	42.30	10-2120-332-1
				<u>\$42.30</u>	
JONES SCHOOL SUPPLY COMPANY					
		JR HI SUPPLIES	610	58.45	10-1112-410-3
				<u>\$58.45</u>	
JOSTENS INC					
		JR HI SUPPLIES	610	847.41	10-1112-410-3
				<u>\$847.41</u>	
JUNIOR HIGH IMPREST					
		MUSIC AWARDS	610	59.50	10-1115-487-1
		JH ATHL OFFICIALS	610	310.00	10-1501-319-3
		JH ATHL DUES/FEES	610	200.00	10-1501-640-3
		PRINC OFFICE-POSTAGE	610	114.00	10-2410-341-1
		MEDICAID	610	142.64	10-1220-411-11
		JR HI SUPPLIES	610	149.00	10-1112-410-3
		ED FOUNDATIONS SUPPLIES	610	403.20	10-2310-411-6
				<u>\$1,378.34</u>	
KAGAN PROFESSIONAL DEVELOPMENT					
		PRIMARY-TRAVEL	610	849.00	10-1111-332-5
				<u>\$849.00</u>	
KELLY SAUDER RUIPE					
		H S-GROUNDS SUPPLIES	610	589.85	20-2543-410-2
				<u>\$589.85</u>	
KETTMAN HEATING & PLUMBING					
		ELEMENTARY-BLDG REPAIR	610	1,232.61	20-2542-323-4
				<u>\$1,232.61</u>	
LAKESHORE					
52674		ECE INST SUP 1-6	610	399.20	10-1125-410-1
52691		CROSS CAT SUPPLY - P	610	129.96	10-1220-410-5
52762		ECE INST SUP 1-6	610	279.93	10-1125-410-1
52764		ECE INST SUP 1-6	610	1,000.87	10-1125-410-1
				<u>\$1,809.96</u>	
LAMBOLEY, ANN P					
		FISCAL SVCS TRAVEL	610	24.44	10-2520-332-1
				<u>\$24.44</u>	
LASALLE CO R.O.E.					
		PRINC OFFICE-TRAVEL	611	175.00	10-2410-332-1
				<u>\$175.00</u>	
LETTERKRAFT					
		BOARD SUPPLIES	610	1,219.42	10-2310-410-6
				<u>\$1,219.42</u>	
LEXIA					
		MEDICAID	610	14,640.00	10-1220-411-11
				<u>\$14,640.00</u>	
LIGHTED WAY ASSOCIATION I					

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		LIGHTEDWAY/ALLENDALE	610	20,613.06	10-1912-670-1
				<u>\$20,613.06</u>	
LOUIS, WENDY					
		CROSS CAT-TRAVEL	610	15.98	10-1220-332-1
				<u>\$15.98</u>	
MAIN, KATHERINE					
		NURSE-TRAVEL	610	164.22	10-2134-332-1
		NURSE-TRAVEL	610	52.36	10-2134-332-1
				<u>\$216.58</u>	
MARK KARLOSKY CONSULTING					
		MISC	610	11,852.83	10-2226-323-1
		TECH R/M	610	977.50	10-2226-323-1
		TECH R/M	610	347.49	10-2226-323-1
		TECH R/M	610	352.50	10-2226-323-1
		TECH R/M	610	293.00	10-2226-323-1
		TECH R/M	610	132.50	10-2226-323-1
		TECH R/M	610	297.50	10-2226-323-1
61111		VIPRE ANTIVIRUS SUBSCRIPTION 3 YEARS	610	4,950.00	10-1113-470-1
64795		TRANSCEIVER MODULE	610	3,054.08	10-1112-410-1
64796		CHROMEBOOKS-STAFF	610	15,100.00	10-1112-410-1
64798		BARACUDA WEB FILTER/FIREWALL/ENERGIZE UPDATES	610	4,136.69	10-1112-410-1
				<u>\$41,494.09</u>	
MAXCOM					
		LICENSED WIRELESS LINK	610	13,800.00	10-2226-323-1
				<u>\$13,800.00</u>	
MCGRAW-HILL SCHOOL EDUCATION					
50961		PRIMARY-TEXTBOOKS	610	150.25	10-1111-420-5
				<u>\$150.25</u>	
MCNABB TELEPHONE COMPANY					
		SUPT-TELEPHONE	610	103.26	20-2542-340-1
		H S - TELEPHONE SERVICE	610	442.54	20-2542-340-2
		JR HI-TELEPHONE SERVICE	610	516.30	20-2542-340-3
		ELEM-TELEPHONE	610	206.52	20-2542-340-4
		PRIMARY-TELEPHONE SERV	610	206.51	20-2542-340-5
				<u>\$1,475.13</u>	
MEDIACOM LLC					
		MEDIACOM ONLINE	91	389.77	10-2190-323-1
				<u>\$389.77</u>	
MENARDS PERU					
		HIGH SCHOOL-BLDG SUPPLIE	610	174.07	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE	610	251.72	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE	610	229.00	20-2542-410-2
		PRIMARY-GROUNDS SUPPLIE	610	224.66	20-2543-410-5
				<u>\$879.45</u>	
MUSIC SHOPPE, INC.					
		MUSIC RESALE	610	37.13	10-1115-495-1

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				<u>\$37.13</u>	
N C I M D					
		PRIMARY CAFE FOOD	610	1,805.76	10-2560-410-5
		HENN-CAFE FOOD	610	1,080.72	10-2560-410-4
		HIGH SCHOOL- FOOD	610	1,518.48	10-2560-410-2
		JR HI-CAFE FOOD	610	1,272.24	10-2560-410-3
				<u>\$5,677.20</u>	
NASCO					
	43273	TITLE I 1-6	610	325.70	10-1250-410-36
				<u>\$325.70</u>	
NCPERS GROUP LIFE INS.					
		NCPERS INSURANCE	999	56.00	10-481
		NCPERS INSURANCE	999	8.00	20-481
		NCPERS INSURANCE	999	24.00	20-481
		NCPERS INSURANCE	999	72.00	10-481
				<u>\$160.00</u>	
NETWORK BUSINESS SYSTEMS INC.					
		LEASE FD-MAXIIS	91	200.00	10-2190-323-1
				<u>\$200.00</u>	
NEWS TRIBUNE					
		INFO SERV-ADVERTISING	610	80.00	10-2630-350-1
		INFO SERV-ADVERTISING	610	157.50	10-2630-350-1
				<u>\$237.50</u>	
NEWSOME, CHRIS					
		TECH-TRAVEL	610	341.69	10-2226-332-1
				<u>\$341.69</u>	
NORTH CENTRAL BANK					
		MEDICAID	610	42.88	10-1220-411-11
		SUPT OFFICE-TRAVEL	610	26.97	10-2320-332-1
		SUPT OFFICE-TRAVEL	610	72.00	10-2320-332-1
		SUPT OFFICE-SUPPLIES	610	(19.39)	10-2320-410-1
		PRIMARY OFFICE - SUPPLIES	610	52.84	10-2410-410-5
		TITLE I 7-5	610	2,358.00	10-1250-332-36
		LEASE FD TECH SUPPLY	610	455.34	10-1112-410-1
		MEDICAID	610	76.40	10-1220-411-11
		JR HI SUPPLIES	610	297.13	10-1112-410-3
		F/C SCIENCE SUPPLY	610	319.63	10-1113-412-2
		STATE ATHLETIC TRAVEL	610	834.38	10-1501-332-1
		JR HI OFFICE-SUPPLIES	620	1,277.23	10-2410-410-3
				<u>\$5,793.41</u>	
OHNESORGE, JOEY					
		ATHLETIC DIR. TRAVEL	610	65.80	10-1501-333-2
		ATHLETIC DIR. TRAVEL	610	25.38	10-1501-333-2
				<u>\$91.18</u>	
ORKIN EXTERMINATING CO IN					
		ALL SCHOOL SERVICES	610	213.79	20-2542-321-1

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				<u>\$213.79</u>	
PC FOODS, INC.					
		HENN-CAFE FOOD	610	43.34	10-2560-410-4
		HENN OFFICE - SUPPLIES	610	12.89	10-2410-410-4
		MEDICAID	610	49.06	10-1220-411-11
		PRIMARY OFFICE - SUPPLIES	610	6.97	10-2410-410-5
		MEDICAID	610	100.66	10-1220-411-11
		F/C SCIENCE SUPPLY	610	23.34	10-1113-412-2
		PRIMARY CAFE FOOD	610	34.45	10-2560-410-5
		PRIMARY CAFE FOOD	610	22.40	10-2560-410-5
				<u>\$293.11</u>	
PCCU (NEC)					
		NEC-ADMIN/10 MONTH	98	132.93	10-481
		NEC-ADMIN/10 MONTH	98	2.41	40-481
		NEC-ADMIN/10 MONTH	98	0.15	80-481
		NEC 24/20	98	1,050.81	10-481
		NEC 24/20	98	1.67	80-481
		NEC 24/20	98	1,173.72	10-481
		NEC 24/20	98	1.65	80-481
		DED NEC	98	70.15	10-481
		NEC-ADMIN/10 MONTH	98	132.93	10-481
		NEC-ADMIN/10 MONTH	98	0.15	80-481
		NEC 24/20	98	0.14	40-481
		NEC-ADMIN/10 MONTH	98	2.41	40-481
				<u>\$2,569.12</u>	
PENSERV PLAN SERVICES					
		PENSERV PLAN SERVICES	999	2,056.09	10-481
		PENSERV PLAN SERVICES	999	0.36	80-481
		PENSERV PLAN SERVICES	999	2,170.62	10-481
		PENSERV PLAN SERVICES	999	0.33	80-481
		PENSERV PLAN SERVICES	999	0.50	40-481
		PENSERV PLAN SERVICES	999	315.00	20-481
				<u>\$4,542.90</u>	
PEOPLES EDUCATION					
	32964	MEDICAID	610	637.50	10-1220-411-11
				<u>\$637.50</u>	
PERMA- BOUND					
	32938	JH MEDIA SUPPLIES	610	39.68	10-2220-410-3
	32938	JH MEDIA SUPPLIES	610	253.17	10-2220-410-3
	32938	JH MEDIA SUPPLIES	610	264.51	10-2220-410-3
	43276	LIBRARY GRANT	610	177.64	10-2220-410-32
	43276	LIBRARY GRANT	610	16.33	10-2220-410-32
	52688	PRIMARY MEDIA SUPP	610	4.19	10-2220-410-5
	52688	LIBRARY GRANT	610	14.73	10-2220-410-32
				<u>\$770.25</u>	
PERRY MEMORIAL HOSPITAL					
		STUDENT DRUG TESTING	610	621.00	10-2310-390-6

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				\$621.00	
PRIMARY IMPREST					
		MEDICAID	610	349.00	10-1220-411-11
		2ND DISCOVERY MUSEUM	610	58.00	10-2310-411-6
				\$407.00	
PROMEVO					
	64797	CHROME MANAGEMENT SOFTWARE	610	1,590.00	10-1113-470-1
				\$1,590.00	
PUT CO PCEA/IEA DUES					
		NON-CERT DUES	98	586.76	10-481
		NON-CERT DUES	98	37.26	20-481
		IEA CERT DUES	98	2,102.38	10-481
		IEA CERT DUES	98	3.91	80-481
		NON-CERT DUES	98	37.26	20-481
		IEA CERT DUES	98	2,166.04	10-481
		IEA CERT DUES	98	3.72	80-481
		NON-CERT DUES	98	572.89	10-481
		NON-CERT DUES	98	13.87	80-481
		IEA CERT DUES	98	0.33	40-481
				\$5,524.42	
PUT CO SCHOOL (FED TRS)					
		TITLE I FED TRS	99	1,783.01	10-1250-210-36
		TITLE IIA FED TRS	610	4,619.49	10-1110-210-42
				\$6,402.50	
PUT CO SCHOOL (TRS HEALTH)					
		THIS ADMIN/10 MONTH	98	388.42	10-481
		THIS ADMIN/10 MONTH	98	7.04	40-481
		THIS ADMIN/10 MONTH	98	0.45	80-481
		THIS P24/T20	98	3,017.37	10-481
		THIS P24/T20	98	4.82	80-481
		HENSON WALTER SCHMIDT INS	95	1,508.54	10-1110-222-4
		KASSABAUM SMITH INS	95	527.80	10-1112-222-3
		PUETZ TAYLOR RINGENBERG INS	95	527.80	10-1111-222-5
		WRAGGE KEENER INS	95	791.70	10-1113-222-2
		THIS P24/T20	98	3,370.60	10-481
		THIS P24/T20	98	4.81	80-481
		DED THIS	98	175.41	10-481
		THIS ADMIN/10 MONTH	98	388.42	10-481
		THIS ADMIN/10 MONTH	98	0.45	80-481
		THIS P24/T20	98	0.40	40-481
		THIS ADMIN/10 MONTH	98	7.04	40-481
				\$10,721.07	
PUT CO SCHOOL (TRS)					
		TRS ADMI/10 MONTH	98	2,155.06	10-481
		TRS ADMI/10 MONTH	98	39.04	40-481
		TRS ADMI/10 MONTH	98	2.47	80-481
		TRS P24/T20	98	16,770.91	10-481

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		TRS P24/T20	98	26.69	80-481
		TRS P24/T20	98	18,734.00	10-481
		TRS P24/T20	98	26.63	80-481
		DED TRS	98	933.18	10-481
		TRS ADMI/10 MONTH	98	2,155.06	10-481
		TRS ADMI/10 MONTH	98	2.47	80-481
		TRS P24/T20	98	2.22	40-481
		TRS ADMI/10 MONTH	98	39.04	40-481
				<u>\$40,886.77</u>	
PUT CO SCHOOLS					
		IM IMRF	98	27.15	10-481
		IM IMRF	98	1,534.19	10-481
		IM IMRF	98	450.68	20-481
		IMRFBRD SHARE	98	3,872.08	50-481
		IMRFBRD SHARE	98	1,117.66	50-481
		IM IMRF	98	1,886.88	10-481
		IMRFBRD SHARE	98	4,926.03	50-481
		IM IMRF	98	768.20	20-481
		IMRFBRD SHARE	98	1,905.18	50-481
		IM IMRF	98	39.78	80-481
		IMRFBRD SHARE	98	98.63	50-481
		IM IMRF	98	87.71	40-481
		IMRFBRD SHARE	98	217.53	50-481
		IM IMRF	98	99.42	10-481
				<u>\$17,031.12</u>	
PUTNAM CO COMM UNIT (IL)					
		IL State Tax	99	8,806.65	10-481
		IL State Tax	99	452.24	20-481
		IL State Tax	99	18.82	40-481
		IL State Tax	99	11.21	80-481
		IL State Tax	99	11,326.04	10-481
		IL State Tax	99	53.41	80-481
		IL State Tax	99	831.66	20-481
		IL State Tax	99	112.75	40-481
				<u>\$21,612.78</u>	
PUTNAM CO SD FIT					
		Federal Tax 2014	99	19,463.11	10-481
		Federal Tax 2014	99	1,094.76	20-481
		Federal Tax 2014	99	69.51	40-481
		Federal Tax 2014	99	23.69	80-481
		Federal Tax 2014	99	25,032.51	10-481
		Federal Tax 2014	99	126.43	80-481
		Federal Tax 2014	99	2,204.55	20-481
		Federal Tax 2014	99	187.52	40-481
				<u>\$48,202.08</u>	
PUTNAM CO SD MEDICARE					
		MEDICARE (CERT)	99	2,063.74	10-481
		MEDICARE (CERT)	99	5.46	40-481

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		MEDICARE (CERT)	99	3.28	80-481
		MEDICARE (BRD PD)	99	2,063.74	50-481
		MEDICARE (BRD PD)	99	5.46	50-481
		MEDICARE (BRD PD)	99	3.28	50-481
		MEDICARE (CERT)	99	2,546.50	10-481
		MEDICARE (CERT)	99	3.27	80-481
		MEDICARE (BRD PD)	99	2,546.50	50-481
		MEDICARE (BRD PD)	99	3.27	50-481
		MEDICARE (CERT)	99	5.71	40-481
		MEDICARE (BRD PD)	99	5.71	50-481
				<u>\$9,255.92</u>	
PUTNAM COUNTY SD FICA					
		MATCHING FICA	99	2,607.07	50-481
		MATCHING FICA	99	735.97	50-481
		FICA 2014	99	2,607.07	10-481
		FICA 2014	99	735.97	20-481
		FICA 2014	99	4,003.91	10-481
		MATCHING FICA	99	4,003.91	50-481
		FICA 2014	99	1,364.86	20-481
		MATCHING FICA	99	1,364.86	50-481
		FICA 2014	99	67.61	80-481
		MATCHING FICA	99	67.61	50-481
		FICA 2014	99	149.12	40-481
		MATCHING FICA	99	149.12	50-481
				<u>\$17,857.08</u>	
PUTNAM COUNTY UNIT CAFE					
		HEALTH CARE EXP REIMBURSE PLAN	999	256.42	10-481
		HEALTH CARE EXP REIMBURSE PLAN	999	0.25	80-481
		DEP DAYCARE EXP REIMBURSE PLAN	999	208.33	10-481
		DEP DAYCARE EXP REIMBURSE PLAN	999	208.33	10-481
		HEALTH CARE EXP REIMBURSE PLAN	999	331.42	10-481
		HEALTH CARE EXP REIMBURSE PLAN	999	0.25	80-481
				<u>\$1,005.00</u>	
QUILL					
		SUPT OFFICE-SUPPLIES	610	293.30	10-2320-410-1
				<u>\$293.30</u>	
RANDOLPH, GENE					
		PSYCH-TRAVEL	610	102.46	10-2140-332-1
				<u>\$102.46</u>	
REALLY GOOD STUFF					
	43299	HENN ELEM-SUPPLIES	611	57.92	10-1110-410-4
				<u>\$57.92</u>	
REMEDIA PUBLICATIONS					
	32965	MEDICAID	610	676.06	10-1220-411-11
				<u>\$676.06</u>	
RENAISSANCE LEARNING					
	28053	AR/SR AT HS, JH, ES	610	6,915.75	10-1113-470-1

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				<u>\$6,915.75</u>	
ROBBINS SCHWARTZ NICHOLAS					
		LEGAL FEES	610	158.75	80-2369-318-1
				<u>\$158.75</u>	
ROSSMAN, TERI					
		EPIC-PROF SERV	610	1,000.00	10-2210-321-1
				<u>\$1,000.00</u>	
SCHENNUM, JANET					
		CROSS CAT-TRAVEL	610	371.13	10-1220-332-1
				<u>\$371.13</u>	
SCHOLASTIC INC					
43272		TITLE I 1-6	611	881.00	10-1250-410-36
52697		PRIMARY-TEXTBOOKS	610	2,869.95	10-1111-420-5
				<u>\$3,750.95</u>	
SCHOOL SPECIALTY					
		SUPT OFFICE-SUPPLIES	610	842.30	10-2320-410-1
52680		ECE INST SUP 1-6	610	209.87	10-1125-410-1
52763		ECE INST SUP 1-6	610	470.80	10-1125-410-1
52769		MEDICAID	610	132.96	10-1220-411-11
				<u>\$1,655.93</u>	
SKINNER, ANDREA					
		HS-SUPPLIES	610	65.83	10-1113-410-2
				<u>\$65.83</u>	
SOCIAL THINKING					
43242		PSYCH-SUPPLIES	610	178.09	10-2140-410-1
43242		SW-SUPPLIES	610	153.76	10-2110-410-1
				<u>\$331.85</u>	
STALKER SPORTS FLOORS					
		ELEMENTARY-BLDG CAP OUT	610	7,900.00	20-2542-540-4
		H S-BUILDING CAP OUTLAY	610	1,900.00	20-2542-540-2
		JR HI-BUILDING CAP OUT	610	9,400.00	20-2542-540-3
				<u>\$19,200.00</u>	
STAPLES CREDIT PLAN					
		BOARD SUPPLIES	610	467.97	10-2310-410-6
		SUPT OFFICE-SUPPLIES	610	109.29	10-2320-410-1
		LEASE FD TECH SUPPLY	610	94.49	10-1112-410-1
		SUPT OFFICE-SUPPLIES	610	(49.99)	10-2320-410-1
		LEASE FD TECH SUPPLY	610	114.88	10-1112-410-1
		LEASE FD TECH SUPPLY	610	188.29	10-1112-410-1
				<u>\$924.93</u>	
SUPERINTENDENT IMPREST					
		HS ATHL OFFICIALS	610	200.00	10-1501-319-2
		BOARD DUES/FEES	610	223.69	10-2310-640-6
		SUPT OFFICE-POSTAGE	610	11.20	10-2320-341-1
				<u>\$434.89</u>	
SWINGEL, EDWARD					

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		CO OP TRAVEL	610	91.65	10-1459-332-2
				<u>\$91.65</u>	
TEACHER CREATED RESOURCES					
	43254	COMMON CORE ELA WRITING STANDARDS	610	50.94	10-2210-410-1
				<u>\$50.94</u>	
THOUGHT BUBBLE PRODUCTS					
	43244	SW-SUPPLIES	610	80.96	10-2110-410-1
				<u>\$80.96</u>	
TOEDTER OIL COMPANY					
		EX CURRICULAR VAN	610	249.87	40-2550-324-1
		TRANSP - YB SUPPLY	610	717.85	40-2550-411-1
		TRUCK REPAIR/MAINT	610	249.87	20-2542-320-3
		DRIVERS ED R/M	610	249.86	10-1700-323-2
				<u>\$1,467.45</u>	
TREND ENTERPRISES					
	43298	DRIVERS ED R/M	610	66.05	10-1110-410-4
				<u>\$66.05</u>	
TRINITY CATHOLIC SCHOOL					
		HENN-CAFE FOOD	610	75.00	10-2560-410-4
				<u>\$75.00</u>	
VALLEY APPLIANCE SALES					
		H S- GROUNDS REPAIR/MAIN	610	81.94	20-2543-323-2
				<u>\$81.94</u>	
VERNIER					
	28046	VOC AG SUPPLEMENTAL	610	2,237.86	10-1401-410-19
				<u>\$2,237.86</u>	
VILLAGE OF GRANVILLE					
		HS- WATER	610	706.00	20-2542-322-2
		PRIMARY- WATER	610	212.50	20-2542-322-5
				<u>\$918.50</u>	
WARD, NATHAN					
		HS STUDENT TRAVEL	610	131.60	40-2550-332-2
		HS STUDENT TRAVEL	610	150.40	40-2550-332-2
				<u>\$282.00</u>	
WASHINGTON NATIONAL INS CO					
		WASHINGTON NTLN INS.	98	352.26	10-481
		WASHINGTON NTLN INS.	98	72.75	20-481
		WASHINGTON NTLN INS.	98	352.26	10-481
		WASHINGTON NTLN INS.	98	72.75	20-481
				<u>\$850.02</u>	
			Report Total	<u>\$503,714.75</u>	

Revenue Report

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Education Fund 10							
Source of Revenue		1112	Bond and Interest Purposes Levy				
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
10-111200-1	FIRST PRIOR YEAR LEVY	0.00	3,091,667.21	3,094,012.00	2,344.79	99.92	10-1112
1112	Bond and Interest Purposes Levy	0.00	3,091,667.21	3,094,012.00	2,344.79	99.92	* Source of Revenue
1St Prior Yr-Tort							
10-112200-1	TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	10-1122
1122	1St Prior Yr-Tort	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Leasing Purposes Levy							
10-113000-1	FIRST PRIOR YR LEASE	0.00	56,713.92	56,875.00	161.08	99.72	10-1130
1130	Leasing Purposes Levy	0.00	56,713.92	56,875.00	161.08	99.72	* Source of Revenue
Curr Yr Levy-Special Ed							
10-114100-1	SP ED PRIOR YEAR LEVY	0.00	45,459.22	45,500.00	40.78	99.91	10-1141
1141	Curr Yr Levy-Special Ed	0.00	45,459.22	45,500.00	40.78	99.91	* Source of Revenue
Mobile Home Privilege Tax							
10-121000-1	MOBILE HOME PRIVILEGE TA	0.00	0.00	0.00	0.00	0.00	10-1210
1210	Mobile Home Privilege Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Corp Pers Prop Repl Tax							
10-123000-1	CORP PERS PROP REPLC TAX	449,514.90	2,499,713.04	2,601,038.00	101,324.96	96.10	10-1230
1230	Corp Pers Prop Repl Tax	449,514.90	2,499,713.04	2,601,038.00	101,324.96	96.10	* Source of Revenue
Source of Revenue 1290							
10-129000-1	WETLANDS	0.00	0.00	0.00	0.00	0.00	10-1290
1290	Source of Revenue 1290	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Reg Tuition from Other Districts (In-State)							
10-131200-1	PUPIL TUITION OTHER LEA	0.00	268,473.05	277,000.00	8,526.95	96.92	10-1312
1312	Reg Tuition from Other Districts (In-State)	0.00	268,473.05	277,000.00	8,526.95	96.92	* Source of Revenue
Regular Tuition from Other Sources (In-State)							
10-131300-1		0.00	0.00	0.00	0.00	0.00	10-1313
1313	Regular Tuition from Other Sources (In-State)	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Sp Ed Tuition-from Other Districts (In-State)							
10-134200-1	PUPIL TUI-SP ED OTHER LEA	0.00	37,323.00	37,323.00	0.00	100.00	10-1342
1342	Sp Ed Tuition-from Other Districts (In-State)	0.00	37,323.00	37,323.00	0.00	100.00	* Source of Revenue
Interest On Investments							
10-151000-1	TAX INTEREST	0.00	0.00	0.00	0.00	0.00	10-1510
1510	Interest On Investments	0.00	0.00	0.00	0.00	0.00	* Source of Revenue

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Education Fund 10							
Source of Revenue		1511	Interest On Investments				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Interest On Investments							
10-151100-1	ED-INT ON INVESTMENTS	1,201.84	14,347.57	15,000.00	652.43	95.65	10-1511
1511	Interest On Investments	1,201.84	14,347.57	15,000.00	652.43	95.65	* Source of Revenue
Interest-Swaney Bonds							
10-151200-1	INTEREST-SWANNEY BONDS	0.00	0.00	0.00	0.00	0.00	10-1512
1512	Interest-Swaney Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest-Farnsworth							
10-151300-1	INTEREST-FARNSWORTH	(350.00)	(350.00)	300.00	650.00	-116.67	10-1513
1513	Interest-Farnsworth	(350.00)	(350.00)	300.00	650.00	-116.67	* Source of Revenue
Sales To Pupils-Lunch							
10-161100-1	STUDENT LUNCH	3,428.49	91,074.03	115,000.00	23,925.97	79.19	10-1611
1611	Sales To Pupils-Lunch	3,428.49	91,074.03	115,000.00	23,925.97	79.19	* Source of Revenue
Sales To Pupils-BFast							
10-161200-1	STUDENT BREAKFAST	1,121.40	10,723.30	19,000.00	8,276.70	56.44	10-1612
1612	Sales To Pupils-BFast	1,121.40	10,723.30	19,000.00	8,276.70	56.44	* Source of Revenue
Sales To Pupils-Other							
10-161400-1	MILK SALES (OTHER)	903.40	8,180.60	11,000.00	2,819.40	74.37	10-1614
1614	Sales To Pupils-Other	903.40	8,180.60	11,000.00	2,819.40	74.37	* Source of Revenue
Sales To Adults							
10-162000-1	ADULT LUNCHESES/BREAKFAST	295.75	3,742.80	4,000.00	257.20	93.57	10-1620
1620	Sales To Adults	295.75	3,742.80	4,000.00	257.20	93.57	* Source of Revenue
Other Food Service							
10-169000-1	HEAD START LUNCHESES	0.00	0.00	0.00	0.00	0.00	10-1690
1690	Other Food Service	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Admissions-Athletic							
10-171102-2	H S ATHLETIC ADMISSIONS	0.00	16,122.00	17,000.00	878.00	94.84	10-1711-2
10-171104-3	JR HI-ATHLETIC ADMISSION	0.00	5,600.00	5,000.00	(600.00)	112.00	10-1711-4
1711	Admissions-Athletic	0.00	21,722.00	22,000.00	278.00	98.74	* Source of Revenue
HS/JR Tourney							
10-171400-1	H S / JR HI TOURNEY REV	0.00	2,701.00	2,000.00	(701.00)	135.05	10-1714
1714	HS/JR Tourney	0.00	2,701.00	2,000.00	(701.00)	135.05	* Source of Revenue
Admissions-Other							
10-171900-1	ADMISSION - OTHERS	0.00	6,688.00	2,000.00	(4,688.00)	334.40	10-1719

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Education Fund 10							
Source of Revenue		1719	Admissions-Other				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
1719 Admissions-Other		0.00	6,688.00	2,000.00	(4,688.00)	334.40	* Source of Revenue
Fees							
10-172000-1	VOCATIONAL FEE HS	0.00	2,700.00	3,700.00	1,000.00	72.97	10-1720
10-172000-2	ACTIVITY FEES HS	25.00	7,940.00	13,500.00	5,560.00	58.81	10-1720
10-172000-3	ACTIVITY FEES JR H	0.00	3,070.00	3,500.00	430.00	87.71	10-1720
1720 Fees		25.00	13,710.00	20,700.00	6,990.00	66.23	* Source of Revenue
Other Pupil Activity Rev							
10-179000-1	DRIVER ED FEE	0.00	2,600.00	2,500.00	(100.00)	104.00	10-1790
10-179000-8	H S PE RESALE	84.00	3,321.00	3,000.00	(321.00)	110.70	10-1790
10-179001-8	JH PE RESALE	0.00	2,351.00	3,000.00	649.00	78.37	10-1790-1
1790 Other Pupil Activity Rev		84.00	8,272.00	8,500.00	228.00	97.32	* Source of Revenue
Shop Resale							
10-179100-9		0.00	0.00	0.00	0.00	0.00	10-1791
1791 Shop Resale		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Music Resale							
10-179200-10	MUSIC RESALE	0.00	315.30	300.00	(15.30)	105.10	10-1792
1792 Music Resale		0.00	315.30	300.00	(15.30)	105.10	* Source of Revenue
Rentals-Regular Textbook							
10-181100-1	ELEM-TEXTBOOK RENTAL	0.00	10,890.00	13,500.00	2,610.00	80.67	10-1811
10-181100-2	H S- TEXTBOOK RENTAL	0.00	18,814.00	14,000.00	(4,814.00)	134.39	10-1811
10-181100-3	JR HI-TEXTBOOK RENTAL	0.00	7,605.00	9,500.00	1,895.00	80.05	10-1811
1811 Rentals-Regular Textbook		0.00	37,309.00	37,000.00	(309.00)	100.84	* Source of Revenue
Rentals - Other							
10-181900-1	INSTRUMENT RENTAL	0.00	0.00	400.00	400.00	0.00	10-1819
1819 Rentals - Other		0.00	0.00	400.00	400.00	0.00	* Source of Revenue
Donations-Private Sources							
10-192000-1	DONATIONS	0.00	26,412.64	15,000.00	(11,412.64)	176.08	10-1920
10-192001-1	DONATIONS-NCF	0.00	0.00	0.00	0.00	0.00	10-1920
1920 Donations-Private Sources		0.00	26,412.64	15,000.00	(11,412.64)	176.08	* Source of Revenue
Services Provided to Other Districts							
10-194000-1	PSY LEA ASSESSEMENT	0.00	0.00	0.00	0.00	0.00	10-1940
1940 Services Provided to Other Districts		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
SW LEA Assessment							
10-194100-1	SW LEA ASSESSMENT	0.00	0.00	0.00	0.00	0.00	10-1941

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Education Fund 10							
Source of Revenue		1941	SW LEA Assessment				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
10-194110-1	HEARING IMP ASSESS.	0.00	0.00	0.00	0.00	0.00	10-1941
1941	SW LEA Assessment	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Lease Incentive Grant							
10-194200-1		0.00	0.00	0.00	0.00	0.00	10-1942
1942	Lease Incentive Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Refund-Prior Yr Expenditu							
10-195000-1	REFUND EXPENSES	0.00	13,202.32	13,500.00	297.68	97.79	10-1950
1950	Refund-Prior Yr Expenditu	0.00	13,202.32	13,500.00	297.68	97.79	* Source of Revenue
Drivers Education Fees							
10-197000-1	DRIVERS ED FEE	0.00	0.00	0.00	0.00	0.00	10-1970
1970	Drivers Education Fees	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Other Local Revenues							
10-199900-1	OTHER LOCAL REVENUE	4,669.69	10,633.24	20,000.00	9,366.76	53.17	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
1999	Other Local Revenues	4,669.69	10,633.24	20,000.00	9,366.76	53.17	* Source of Revenue
Source of Revenue 2200							
10-220000-1	POVERTY GRANT	0.00	0.00	0.00	0.00	0.00	10-2200
2200	Source of Revenue 2200	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Other Flow-Through							
10-223000-1	ROE FLOW THRU	0.00	0.00	0.00	0.00	0.00	10-2230
2230	Other Flow-Through	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
General State Aid							
10-300100-1	GENERAL STATE AID	46,278.58	462,790.68	555,347.84	92,557.16	83.33	10-3001
3001	General State Aid	46,278.58	462,790.68	555,347.84	92,557.16	83.33	* Source of Revenue
Hold Harmless							
10-300200-1	HOLD HARMLESS GSA	0.00	0.00	0.00	0.00	0.00	10-3002
3002	Hold Harmless	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Spec Ed-Priv Facility Tui							
10-310000-1	SP ED PRIV FAC TUITION	0.00	26,420.48	65,000.00	38,579.52	40.65	10-3100
3100	Spec Ed-Priv Facility Tui	0.00	26,420.48	65,000.00	38,579.52	40.65	* Source of Revenue
Spec Ed -Extraordinary							
10-310500-1	SP ED EXTRA ORDINARY	0.00	112,677.75	130,000.00	17,322.25	86.68	10-3105
3105	Spec Ed -Extraordinary	0.00	112,677.75	130,000.00	17,322.25	86.68	* Source of Revenue

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Education Fund 10							
Source of Revenue		3105	Spec Ed -Extraordinary				
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Spec Ed -Personnel							
10-311000-1	SP ED PERSONNEL	0.00	217,960.60	215,563.00	(2,397.60)	101.11	10-3110
3110	Spec Ed -Personnel	0.00	217,960.60	215,563.00	(2,397.60)	101.11	* Source of Revenue
Spec Ed-Orphanage-Individ							
10-312000-1	SP ED ORPHANAGE	0.00	0.00	0.00	0.00	0.00	10-3120
3120	Spec Ed-Orphanage-Individ	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Spec Ed -Summer School							
10-314500-1	SP ED SUMMER SCHOOL	0.00	349.75	500.00	150.25	69.95	10-3145
3145	Spec Ed -Summer School	0.00	349.75	500.00	150.25	69.95	* Source of Revenue
Career and Technical Education CTE Tech Prep							
10-322000-40	CTEI GRANT-SRAVTE	0.00	15,808.00	15,610.00	(198.00)	101.27	10-3200
3200	Career and Technical Education CTE Tech Prep	0.00	15,808.00	15,610.00	(198.00)	101.27	* Source of Revenue
Voc Ed - Formula							
10-321500-18	VOC AG STATE GRTS	0.00	0.00	0.00	0.00	0.00	10-3215
3215	Voc Ed - Formula	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
CTE - Agriculture Education							
10-323500-19	VOC AG SUPPLEMENTAL	0.00	2,588.00	2,588.00	0.00	100.00	10-3235
3235	CTE - Agriculture Education	0.00	2,588.00	2,588.00	0.00	100.00	* Source of Revenue
CTE - Other							
10-329900-40	FCAE GRANT	0.00	0.00	0.00	0.00	0.00	10-3299
3299	CTE - Other	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Bilingual Ed-Downstate- TPI and TBE							
10-330500-20	TPI/TBE BILINGUAL ED	10.00	90.00	304.00	214.00	29.61	10-3305
3305	Bilingual Ed-Downstate- TPI and TBE	10.00	90.00	304.00	214.00	29.61	* Source of Revenue
State Free Lunch/BFfast							
10-336000-1	IL FREE LUNCH/BRKFST AIDE	367.95	2,658.59	4,500.00	1,841.41	59.08	10-3360
10-336500-1	IL BREAKFAST INITIATIVE	0.00	0.00	0.00	0.00	0.00	10-3360
3360	State Free Lunch/BFfast	367.95	2,658.59	4,500.00	1,841.41	59.08	* Source of Revenue
Driver Education							
10-337000-1	DRIVERS ED REIMBURSEMENT	0.00	10,427.25	11,000.00	572.75	94.79	10-3370-1
3370	Driver Education	0.00	10,427.25	11,000.00	572.75	94.79	* Source of Revenue
Learning Improvement-Change Grants							
10-361002-1	SCHOOL IMP-HOP	0.00	0.00	0.00	0.00	0.00	10-3610

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Education Fund 10							
Source of Revenue		3610	Learning Improvement-Change Grants				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
3610	Learning Improvement-Change Grants	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
School Imp Grant							
10-364000-24	SCHOOL IMP BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	10-3640
3640	School Imp Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Quality Assurance Grant							
10-364100-31	LEARNING IMP GRANT	0.00	0.00	0.00	0.00	0.00	10-3641
3641	Quality Assurance Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
National Board Certification							
10-365100-1	NATL BOARD CERTIFIC	0.00	0.00	0.00	0.00	0.00	10-3651-1
3651	National Board Certification	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Truants Alt/Opt Education							
10-369500-1	SAFE TO LEARN GRANT	0.00	0.00	0.00	0.00	0.00	10-3695
3695	Truants Alt/Opt Education	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Early Childhood - Block Grant							
10-370500-26	EARLY CHILDHOOD GRT GRANT	18,392.00	110,352.00	132,204.00	21,852.00	83.47	10-3705
3705	Early Childhood - Block Grant	18,392.00	110,352.00	132,204.00	21,852.00	83.47	* Source of Revenue
Reading Improvement - Block Grant							
10-371500-27	READING IMPROVEMENT GRAN	0.00	0.00	0.00	0.00	0.00	10-3715
3715	Reading Improvement - Block Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Continued Reading Improvement Block Grant							
10-372500-28		0.00	0.00	0.00	0.00	0.00	10-3725
3725	Continued Reading Improvement Block Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Report Cards							
10-373500-1		0.00	0.00	0.00	0.00	0.00	10-3735
3735	Report Cards	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
School Safety & Educational Improv Block Grant							
10-377500-43	ADA BLOCK GRANT	0.00	0.00	1,000.00	1,000.00	0.00	10-3775
3775	School Safety & Educational Improv Block Grant	0.00	0.00	1,000.00	1,000.00	0.00	* Source of Revenue
Closing The Gap							
10-379200-1		0.00	0.00	0.00	0.00	0.00	10-3792
3792	Closing The Gap	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
TIP GRANT							
10-379400-1		0.00	0.00	0.00	0.00	0.00	10-3794

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Education Fund 10							
Source of Revenue		3794	TIP GRANT				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
3794	TIP GRANT	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
State Library Grant							
10-380000-32	STATE LIBRARY GRANT	0.00	735.50	675.00	(60.50)	108.96	10-3800
3800	State Library Grant	0.00	735.50	675.00	(60.50)	108.96	* Source of Revenue
Emer Fin Assist/Temp Reloc Grant/Other Restr Rev							
10-399900-1	OTHER STATE REVENUE	0.00	1,695.72	15,000.00	13,304.28	11.30	10-3999
10-399901-1	RESPRO GRANT	0.00	0.00	0.00	0.00	0.00	10-3999
3999	Emer Fin Assist/Temp Reloc Grant/Other Restr Rev	0.00	1,695.72	15,000.00	13,304.28	11.30	* Source of Revenue
Title V - Innovation and Flexibility Formula							
10-410000-37	TITLE V INVO(CHAR CTS	0.00	0.00	0.00	0.00	0.00	10-4100
4100	Title V - Innovation and Flexibility Formula	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Esea-Chap2-Comp-Urban Ed							
10-411000-46		0.00	0.00	0.00	0.00	0.00	10-4110
4110	Esea-Chap2-Comp-Urban Ed	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
NatL School Lunch Progr							
10-421000-1	FEDERAL LUNCH AID	14,982.23	117,826.12	130,000.00	12,173.88	90.64	10-4210
4210	NatL School Lunch Progr	14,982.23	117,826.12	130,000.00	12,173.88	90.64	* Source of Revenue
School Breakfast Program							
10-422000-1	FED BREAKFAST AID	3,896.40	29,412.55	37,000.00	7,587.45	79.49	10-4220
4220	School Breakfast Program	3,896.40	29,412.55	37,000.00	7,587.45	79.49	* Source of Revenue
Title I - Low Income							
10-430000-36	TITLE I GRANT	0.00	73,282.00	102,742.00	29,460.00	71.33	10-4300
4300	Title I - Low Income	0.00	73,282.00	102,742.00	29,460.00	71.33	* Source of Revenue
Esea-Drug Free-Formula							
10-440000-33	TITLE IV GRT DRUG FREE	0.00	0.00	0.00	0.00	0.00	10-4400
4400	Esea-Drug Free-Formula	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Fed-Sp Ed-Idea Flow-Thru							
10-462000-38	SP ED INCENTIVE GRT	0.00	0.00	0.00	0.00	0.00	10-4620
10-462001-38	DISCRETIONARY FUNDS	0.00	0.00	169,655.00	169,655.00	0.00	10-4620
10-462002-38	SP ED BLOCK GRT	0.00	0.00	4,974.00	4,974.00	0.00	10-4620
10-462003-38	DEMONSTR PROJ/LEASE	0.00	20,280.00	0.00	(20,280.00)	0.00	10-4620-1
4620	Fed-Sp Ed-Idea Flow-Thru	0.00	20,280.00	174,629.00	154,349.00	11.61	* Source of Revenue
Fed-Sp Ed-Idea Room&Board							
10-462500-1	EXCESS (ROOM/BOARD)	0.00	0.00	0.00	0.00	0.00	10-4625-1

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Education Fund 10							
Source of Revenue		4625	Fed-Sp Ed-Idea Room&Board				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
4625	Fed-Sp Ed-Idea Room&Board	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Titleiiib-Cons/Home E.D.A							
10-477000-40	CARL PERKINS	0.00	6,112.16	7,999.00	1,886.84	76.41	10-4770-1-40
4765	Titleiiib-Cons/Home E.D.A	0.00	6,112.16	7,999.00	1,886.84	76.41	* Source of Revenue
SFSF/GSA REVENUE							
10-485000-44	SFSF/GSA REVENUE	0.00	0.00	0.00	0.00	0.00	10-4850
4850	SFSF/GSA REVENUE	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Source of Revenue 4854							
10-485100-44	ARRA TITLE I	0.00	0.00	0.00	0.00	0.00	10-4854
4854	Source of Revenue 4854	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
ARRA IDEA PART B							
10-485700-44	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	10-4857-1
4857	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
GSA ARRA							
10-487000-44	ARRA GSA	0.00	0.00	0.00	0.00	0.00	10-4870-1
4870	GSA ARRA	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
ARRA ED JOBS							
10-488000-44	ARRA ED JOBS FUND	0.00	0.00	0.00	0.00	0.00	10-4880-1
4880	ARRA ED JOBS	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Medicaid Matching Fund							
10-490000-11		0.00	0.00	0.00	0.00	0.00	10-4900
4900	Medicaid Matching Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Titleii-Eisen.Math/Sci Fo							
10-493200-42	TITLE II TEACHER QUALITY	0.00	42,054.00	26,317.00	(15,737.00)	159.80	10-4930
4930	Titleii-Eisen.Math/Sci Fo	0.00	42,054.00	26,317.00	(15,737.00)	159.80	* Source of Revenue
Goals 2000-School Improve							
10-494500-14		0.00	0.00	0.00	0.00	0.00	10-4945
4945	Goals 2000-School Improve	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Title II-Technology Enhancing Ed Formula Grant							
10-497100-1	TITLE IID-TECH ENHANC	0.00	0.00	0.00	0.00	0.00	10-4971
4971	Title II-Technology Enhancing Ed Formula Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Medicaid Admin							
10-499100-11	MEDICAID-ADMIN OUTREACH	0.00	18,880.69	10,000.00	(8,880.69)	188.81	10-4991-1

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Education Fund 10							
Source of Revenue		4991	Medicaid Admin				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
4991	Medicaid Admin	0.00	18,880.69	10,000.00	(8,880.69)	188.81	* Source of Revenue
Medicaid FFS							
10-499200-11	MEDICAID-FEE FOR SERV	909.35	21,773.06	67,000.00	45,226.94	32.50	10-4992-1-11
4992	Medicaid FFS	909.35	21,773.06	67,000.00	45,226.94	32.50	* Source of Revenue
Other Restricted Grants Recd Fed Gov thru State							
10-499800-1	OTHER FEDERAL(STEP)	0.00	9,975.00	12,180.00	2,205.00	81.90	10-4998-1
4998	Other Restricted Grants Recd Fed Gov thru State	0.00	9,975.00	12,180.00	2,205.00	81.90	* Source of Revenue
Abolishment or Abatement of Working Cash Fund							
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
7110	Abolishment or Abatement of Working Cash Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Permanent Transfer of Working Cash Fund Interest							
10-712000-1	TRANS WC INTEREST	0.00	0.00	0.00	0.00	0.00	10-7120
7120	Permanent Transfer of Working Cash Fund Interest	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Accured Int on Bonds							
10-723000-1	ACCURED INT B&I	0.00	0.00	0.00	0.00	0.00	10-7230
7230	Accured Int on Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
10	Education Fund	545,730.98	7,572,183.14	8,134,606.84	562,423.70	93.09	Fund

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Oper, Build, & Maint Fund 20

Source of Revenue 1112 Bond and Interest Purposes Levy
Source of Revenue

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
20-111200-1	FIRST PRIOR YEAR LEVY	0.00	568,460.44	568,752.00	291.56	99.95	20-1112
1112	Bond and Interest Purposes Levy	0.00	568,460.44	568,752.00	291.56	99.95	* Source of Revenue
1St Prior Yr-Tort							
20-112200-1	TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	20-1122
1122	1St Prior Yr-Tort	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Corp Pers Prop Repl Tax							
20-123000-1	CORP PERS PROP REPL TAX	0.00	0.00	0.00	0.00	0.00	20-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest On Investments							
20-151100-1	BLD-INT	426.65	5,480.72	8,000.00	2,519.28	68.51	20-1511
1511	Interest On Investments	426.65	5,480.72	8,000.00	2,519.28	68.51	* Source of Revenue
Interest-Tree Fund							
20-151500-1	INTEREST - TREE FUND	0.00	0.00	50.00	50.00	0.00	20-1515
1515	Interest-Tree Fund	0.00	0.00	50.00	50.00	0.00	* Source of Revenue
Rentals							
20-191000-1	HOUSE RENT	0.00	0.00	0.00	0.00	0.00	20-1910
1910	Rentals	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Facility/Grounds Rent							
20-191100-1	FACILITY/GROUND RENT	0.00	0.00	500.00	500.00	0.00	20-1911
1911	Facility/Grounds Rent	0.00	0.00	500.00	500.00	0.00	* Source of Revenue
Donations-Private Sources							
20-192000-1	DONATIONS	0.00	350.00	500.00	150.00	70.00	20-1920
1920	Donations-Private Sources	0.00	350.00	500.00	150.00	70.00	* Source of Revenue
Refund-Prior Yr Expenditu							
20-195000-1	REFUND PR YR EXP-BLDG	0.00	0.00	1,000.00	1,000.00	0.00	20-1950
20-195001-1	TORNADO INS/FEM/DON	0.00	0.00	0.00	0.00	0.00	20-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	1,000.00	1,000.00	0.00	* Source of Revenue
Other Local Revenues							
20-199900-1	OTHER LOCAL REVENUE	0.00	12,585.96	1,000.00	(11,585.96)	1,258.60	20-1999
1999	Other Local Revenues	0.00	12,585.96	1,000.00	(11,585.96)	1,258.60	* Source of Revenue
Flow-Thru Rev-State							
20-210000-1	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	20-2100

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Oper, Build, & Maint Fund 20							
Source of Revenue		2100	Flow-Thru Rev-State				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
2100	Flow-Thru Rev-State	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Infrastructure Improv-Planning/Construction							
20-392000-1	INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	0.00	20-3920-1
3920	Infrastructure Improv-Planning/Construction	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
SCHL INFRASTRUCT/MAINT PROJ							
20-392500-1	SCHL INFRASTRUCT/MAINT PROJ	0.00	48,500.00	50,000.00	1,500.00	97.00	20-3925-1-1
3925	SCHL INFRASTRUCT/MAINT PROJ	0.00	48,500.00	50,000.00	1,500.00	97.00	* Source of Revenue
Emer Fin Assist/Temp Reloc Grant/Other Restr Rev							
20-399900-1	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	20-3999
3999	Emer Fin Assist/Temp Reloc Grant/Other Restr Rev	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Medicaid Matching Fund							
20-490000-11		0.00	0.00	0.00	0.00	0.00	20-4900
4900	Medicaid Matching Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Renovation Grant							
20-498000-1		0.00	0.00	0.00	0.00	0.00	20-4980
4980	Renovation Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Abolishment or Abatement of Working Cash Fund							
20-711001-1	TRANSFER WC	0.00	0.00	0.00	0.00	0.00	20-7110
7110	Abolishment or Abatement of Working Cash Fund	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Permanent Transfer							
20-713000-1	PERM TRANSFER FROM C/P	0.00	0.00	0.00	0.00	0.00	20-7130-1
7130	Permanent Transfer	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Transfers from Other Funds Pay Princ Cap Leases							
20-740000-1	SALE/COMP FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	20-7400
7400	Transfers from Other Funds Pay Princ Cap Leases	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
20	Oper, Build, & Maint Fund	426.65	635,377.12	629,802.00	(5,575.12)	100.89	Fund

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Debt Service Fund or Fund Group 30							
Source of Revenue		1112	Bond and Interest Purposes Levy				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
30-111200-1	FIRST PRIOR YEAR LEVY	0.00	0.00	0.00	0.00	0.00	30-1112
1112	Bond and Interest Purposes Levy	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest On Investments							
30-151100-1	B/I-INT INVESTMENTS	0.00	0.00	0.00	0.00	0.00	30-1511
1511	Interest On Investments	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Accrued Int on Bonds							
30-723000-1	ACCRUED INT ON BONDS SOL	0.00	0.00	0.00	0.00	0.00	30-7230
7230	Accrued Int on Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
30	Debt Service Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	Fund

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Transportation Fund 40

Source of Revenue 1112 Bond and Interest Purposes Levy
Source of Revenue

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
40-111200-1	FIRST PRIOR YR LEVY TRAN	0.00	227,296.02	227,501.00	204.98	99.91	40-1112
1112	Bond and Interest Purposes Levy	0.00	227,296.02	227,501.00	204.98	99.91	* Source of Revenue
1St Prior Yr-Tort							
40-112200-1	1ST PRIOR YR LEVY-TORT	0.00	0.00	0.00	0.00	0.00	40-1122
1122	1St Prior Yr-Tort	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Corp Pers Prop Repl Tax							
40-123000-1	CORP REPLACEMNT PROP TAX	0.00	0.00	0.00	0.00	0.00	40-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Spec Ed Trans-Pupils/Pare							
40-144100-1	ORPHANAGE TRANS REIMB	0.00	0.00	0.00	0.00	0.00	40-1441
1441	Spec Ed Trans-Pupils/Pare	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest On Investments							
40-151100-1	TRANSP-INT	93.35	1,123.53	2,000.00	876.47	56.18	40-1511
1511	Interest On Investments	93.35	1,123.53	2,000.00	876.47	56.18	* Source of Revenue
Refund-Prior Yr Expenditu							
40-195000-1	REFUND TRANSP	0.00	0.00	0.00	0.00	0.00	40-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Other Local Revenues							
40-199900-1	OTHER LOCAL REVENUE	2,008.75	6,826.10	6,000.00	(826.10)	113.77	40-1999
1999	Other Local Revenues	2,008.75	6,826.10	6,000.00	(826.10)	113.77	* Source of Revenue
Transportation Regular/Vocational							
40-350000-1	REG TRANSPORTATION AID	0.00	210,626.60	262,000.00	51,373.40	80.39	40-3500
3500	Transportation Regular/Vocational	0.00	210,626.60	262,000.00	51,373.40	80.39	* Source of Revenue
Transportation-Vocational							
40-350500-1	VOC TRANSPORTATION AID	0.00	0.00	6,900.00	6,900.00	0.00	40-3505
3505	Transportation-Vocational	0.00	0.00	6,900.00	6,900.00	0.00	* Source of Revenue
Transportation-Spec Ed							
40-351000-1	SP ED TRANSPORTATION AID	0.00	158,400.39	141,000.00	(17,400.39)	112.34	40-3510
3510	Transportation-Spec Ed	0.00	158,400.39	141,000.00	(17,400.39)	112.34	* Source of Revenue
Other State Revenue							
40-351100-1	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	40-3511
3511	Other State Revenue	0.00	0.00	0.00	0.00	0.00	* Source of Revenue

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Transportation Fund 40							
Source of Revenue		3705	Early Childhood - Block Grant				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Early Childhood - Block Grant							
40-370500-26	ECE TRANSPORTATION	0.00	110,352.00	88,500.00	(21,852.00)	124.69	40-3705
	3705 Early Childhood - Block Grant	<u>0.00</u>	<u>110,352.00</u>	<u>88,500.00</u>	<u>(21,852.00)</u>	<u>124.69</u>	* Source of Revenue
ARRA IDEA PART B							
40-485700-44	IDEA ARRA	0.00	0.00	0.00	0.00	0.00	40-4857
	4857 ARRA IDEA PART B	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Source of Revenue
Permanent Transfer							
40-713000-1	PERMANENT TRANSFER	0.00	0.00	0.00	0.00	0.00	40-7130-1
	7130 Permanent Transfer	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Source of Revenue
	40 Transportation Fund	<u>2,102.10</u>	<u>714,624.64</u>	<u>733,901.00</u>	<u>19,276.36</u>	<u>97.37</u>	Fund

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I.M.R.F./Soc. Sec. Fund 50							
Source of Revenue		1112	Bond and Interest Purposes Levy				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
50-111200-1	FIRST PRIOR YR LEVY-IMRF	0.00	103,073.27	103,274.00	200.73	99.81	50-1112
50-111201-1	FIRST PRIOR YR-SS	0.00	0.00	0.00	0.00	0.00	50-1112
1112 Bond and Interest Purposes Levy		<u>0.00</u>	<u>103,073.27</u>	<u>103,274.00</u>	<u>200.73</u>	<u>99.81</u>	* Source of Revenue
Working Cash Purposes Levy							
50-111500-1	MEDICARE-FIRST PRIOR YR	0.00	0.00	0.00	0.00	0.00	50-1115
1115 Working Cash Purposes Levy		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Source of Revenue
Soc.Sec./Med Only Levy							
50-115000-1	FIRST PRIOR YR-S S	0.00	103,073.27	103,274.00	200.73	99.81	50-1150
1150 Soc.Sec./Med Only Levy		<u>0.00</u>	<u>103,073.27</u>	<u>103,274.00</u>	<u>200.73</u>	<u>99.81</u>	* Source of Revenue
Corp Pers Prop Repl Tax							
50-123000-1	CORP PERS PROP REPL TAX	0.00	174,252.00	174,252.00	0.00	100.00	50-1230
1230 Corp Pers Prop Repl Tax		<u>0.00</u>	<u>174,252.00</u>	<u>174,252.00</u>	<u>0.00</u>	<u>100.00</u>	* Source of Revenue
Interest On Investments							
50-151100-1	IMRF-INT	76.20	847.75	1,000.00	152.25	84.78	50-1511
1511 Interest On Investments		<u>76.20</u>	<u>847.75</u>	<u>1,000.00</u>	<u>152.25</u>	<u>84.78</u>	* Source of Revenue
Other Local Revenues							
50-199900-1	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	50-1999
1999 Other Local Revenues		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Source of Revenue
50 I.M.R.F./Soc. Sec. Fund		<u>76.20</u>	<u>381,246.29</u>	<u>381,800.00</u>	<u>553.71</u>	<u>99.85</u>	Fund

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Capital Projects Fund or Fund Group 60

Source of Revenue 1112 Bond and Interest Purposes Levy
Source of Revenue

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
60-111200-1	FIRST PRIOR CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1112
1112	Bond and Interest Purposes Levy	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest On Investments							
60-151100-1	INTEREST-CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1511
1511	Interest On Investments	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Refund-Prior Yr Expenditu							
60-195000-1	REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00	60-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Other Local Revenues							
60-199900-1	OTHER LOCAL REV CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1999
1999	Other Local Revenues	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Infrastructure Improv-Planning/Construction							
60-392000-1	INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	0.00	60-3920
3920	Infrastructure Improv-Planning/Construction	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Transfer from Other Funds for Capital Projects							
60-780000-1	IEMA/CDB TRANSFER	0.00	0.00	0.00	0.00	0.00	60-7800
7800	Transfer from Other Funds for Capital Projects	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
60	Capital Projects Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	Fund

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Working Cash Fund 70

Source of Revenue 1112 Bond and Interest Purposes Levy
Source of Revenue

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
70-111200-1	FIRST PRIOR YR WRKG CASH	0.00	56,713.92	56,875.00	161.08	99.72	70-1112
1112	Bond and Interest Purposes Levy	0.00	56,713.92	56,875.00	161.08	99.72	* Source of Revenue
Interest On Investments							
70-151100-1	WC-INT	319.62	7,415.07	13,000.00	5,584.93	57.04	70-1511
1511	Interest On Investments	319.62	7,415.07	13,000.00	5,584.93	57.04	* Source of Revenue
Sale Of Bonds							
70-721000-1	PRINCIPAL ON BONDS SOLD	0.00	0.00	0.00	0.00	0.00	70-7210
7210	Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
70	Working Cash Fund	319.62	64,128.99	69,875.00	5,746.01	91.78	Fund

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Tort Immunity and Judgment Fund 80

Source of Revenue 1112 Bond and Interest Purposes Levy
Source of Revenue

Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
80-111200-1	FIRST PRIOR YEAR LEVY	0.00	191,736.19	191,783.00	46.81	99.98	80-1112
1112	Bond and Interest Purposes Levy	0.00	191,736.19	191,783.00	46.81	99.98	* Source of Revenue
Corp Pers Prop Repl Tax							
80-123000-1	CORP PERS PROP REPLCMT TAX	0.00	50,000.00	50,000.00	0.00	100.00	80-1230-1
1230	Corp Pers Prop Repl Tax	0.00	50,000.00	50,000.00	0.00	100.00	* Source of Revenue
Interest On Investments							
80-151100-1	TORT-INTEREST	17.32	305.84	1,000.00	694.16	30.58	80-1511
1511	Interest On Investments	17.32	305.84	1,000.00	694.16	30.58	* Source of Revenue
Refund-Prior Yr Expenditu							
80-195000-1	REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00	80-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Other Local Revenues							
80-199900-1	OTHER LOCAL REVENUE	0.00	1,257.37	0.00	(1,257.37)	0.00	80-1999
1999	Other Local Revenues	0.00	1,257.37	0.00	(1,257.37)	0.00	* Source of Revenue
80	Tort Immunity and Judgment Fund	17.32	243,299.40	242,783.00	(516.40)	100.21	Fund

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Fire Prevention/Life Safety 90							
Source of Revenue		1112	Bond and Interest Purposes Levy				
Source of Revenue							
Account	Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Bond and Interest Purposes Levy							
90-111200-1	FIRST PRIOR YEAR LEVY L/	0.00	56,713.92	56,875.00	161.08	99.72	90-1112
1112	Bond and Interest Purposes Levy	0.00	56,713.92	56,875.00	161.08	99.72	* Source of Revenue
Corp Pers Prop Repl Tax							
90-123000-1	L/S CORP REPL TAX	0.00	0.00	0.00	0.00	0.00	90-1230
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest On Investments							
90-151100-1	LS-INT ON INVESTMENTS	135.45	1,491.49	2,000.00	508.51	74.57	90-1511
1511	Interest On Investments	135.45	1,491.49	2,000.00	508.51	74.57	* Source of Revenue
Other Local Revenues							
90-199900-1	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	90-1999
1999	Other Local Revenues	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Permanent Transfer of Working Cash Fund Interest							
90-712000-1	TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00	90-7120
7120	Permanent Transfer of Working Cash Fund Interest	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Sale Of Bonds							
90-721000-1	SALE OF BONDS	0.00	0.00	0.00	0.00	0.00	90-7210
7210	Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
90	Fire Prevention/Life Safety	135.45	58,205.41	58,875.00	669.59	98.86	Fund
Report Total:		<u>548,808.32</u>	<u>9,669,064.99</u>	<u>10,251,642.84</u>	<u>582,577.85</u>	<u>94.32</u>	

Expenditure Report

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Education Fund 10

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
100	Salaries	38,354.97	440,945.84	0.00	490,932.00	49,986.16	89.82	
200	Employee Benefits	11,154.32	112,481.02	0.00	130,000.00	17,518.98	86.52	
300	Purchased Services	613.05	5,960.01	636.00	19,526.00	12,929.99	33.78	
400	Supplies And Materials	726.92	8,515.25	1,725.75	11,300.00	1,059.00	90.63	
500	Capital Outlay	0.00	82,430.78	0.00	79,000.00	(3,430.78)	104.34	
1110	Elementary	50,849.26	650,332.90	2,361.75	730,758.00	78,063.35	89.32	** Function
100	Salaries	41,778.96	428,775.10	0.00	504,000.00	75,224.90	85.07	
200	Employee Benefits	11,197.30	109,603.89	0.00	129,000.00	19,396.11	84.96	
300	Purchased Services	415.15	4,785.61	0.00	8,000.00	3,214.39	59.82	
400	Supplies And Materials	532.80	13,280.22	3,135.61	17,600.00	1,184.17	93.27	
500	Capital Outlay	0.00	700.00	0.00	1,000.00	300.00	70.00	
1111	Primary	53,924.21	557,144.82	3,135.61	659,600.00	99,319.57	84.94	** Function
100	Salaries	41,002.26	440,858.40	0.00	516,000.00	75,141.60	85.44	
200	Employee Benefits	10,784.69	107,386.93	0.00	130,000.00	22,613.07	82.61	
300	Purchased Services	474.36	7,152.13	0.00	9,000.00	1,847.87	79.47	
400	Supplies And Materials	1,468.19	25,891.18	22,818.37	53,600.00	4,890.45	90.88	
500	Capital Outlay	0.00	759.97	0.00	1,000.00	240.03	76.00	
600	Other Objects	0.00	920.00	0.00	1,000.00	80.00	92.00	
1112	Junior High	53,729.50	582,968.61	22,818.37	710,600.00	104,813.02	85.25	** Function
100	Salaries	59,357.62	650,288.09	0.00	796,179.00	145,890.91	81.68	
200	Employee Benefits	17,798.77	176,804.31	0.00	236,000.00	59,195.69	74.92	
300	Purchased Services	999.36	7,598.87	0.00	9,900.00	2,301.13	76.76	
400	Supplies And Materials	1,268.98	61,700.44	37,657.20	104,050.00	4,692.36	95.49	
500	Capital Outlay	0.00	0.00	0.00	2,000.00	2,000.00	0.00	
600	Other Objects	0.00	75.00	0.00	1,500.00	1,425.00	5.00	
1113	High School	79,424.73	896,466.71	37,657.20	1,149,629.00	215,505.09	81.25	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	10,361.98	113,937.90	0.00	129,000.00	15,062.10	88.32	
200	Employee Benefits	3,638.54	36,231.67	0.00	41,300.00	5,068.33	87.73	
300	Purchased Services	57.64	1,698.23	0.00	3,750.00	2,051.77	45.29	
400	Supplies And Materials	47.25	3,010.34	267.00	5,620.00	2,342.66	58.32	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	653.75	0.00	600.00	(53.75)	108.96	

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Expenditure Report

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Education Fund 10								
Function	1000	Instruction						
Function	1115	MUSIC						
Object	600	Other Objects						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1115	MUSIC	14,105.41	155,531.89	267.00	181,270.00	25,471.11	85.95	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	6,000.00	6,000.00	0.00	
1116	Accel Reader	0.00	0.00	0.00	6,000.00	6,000.00	0.00	** Function
100	Salaries	10,107.17	117,275.03	0.00	135,500.00	18,224.97	86.55	
200	Employee Benefits	1,502.50	14,595.44	0.00	17,000.00	2,404.56	85.86	
300	Purchased Services	100.00	1,090.15	0.00	1,900.00	809.85	57.38	
400	Supplies And Materials	2,144.23	6,701.11	2,858.82	10,900.00	1,340.07	87.71	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	13,853.90	139,661.73	2,858.82	165,300.00	22,779.45	86.22	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1203	Emh Handicapped lighted way	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	740.00	0.00	2,500.00	1,760.00	29.60	
200	Employee Benefits	0.00	(3.12)	0.00	325.00	328.12	-0.96	
300	Purchased Services	4,990.16	43,796.91	0.00	73,000.00	29,203.09	60.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	4,990.16	44,533.79	0.00	75,825.00	31,291.21	58.73	** Function
300	Purchased Services	0.00	0.00	0.00	800.00	800.00	0.00	
1206	Visually Impaired (Vi)	0.00	0.00	0.00	800.00	800.00	0.00	** Function
300	Purchased Services	18.05	1,588.89	0.00	2,400.00	811.11	66.20	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	18.05	1,588.89	0.00	2,400.00	811.11	66.20	** Function
100	Salaries	3,877.15	45,102.12	0.00	51,000.00	5,897.88	88.44	
200	Employee Benefits	1,170.86	12,025.26	0.00	13,500.00	1,474.74	89.08	
300	Purchased Services	0.00	39,013.05	0.00	42,500.00	3,486.95	91.80	
400	Supplies And Materials	0.00	415.48	0.00	650.00	234.52	63.92	
1210	Speech & Lang.Impaired	5,048.01	96,555.91	0.00	107,650.00	11,094.09	89.69	** 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	
1214	PRESCHOOL	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	

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Education Fund 10

Function 1000 Instruction
Function 1219 Pre Kind EARLY CHILDHOOD
Object 200 Employee Benefits

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	
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	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	70,414.38	722,439.97	0.00	795,000.00	72,560.03	90.87	
200	Employee Benefits	11,433.12	110,824.33	0.00	146,000.00	35,175.67	75.91	
300	Purchased Services	520.76	2,846.41	0.00	2,000.00	(846.41)	142.32	
400	Supplies And Materials	595.46	20,687.07	3,651.51	53,300.00	28,961.42	45.66	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	82,963.72	856,797.78	3,651.51	996,300.00	135,850.71	86.36	** 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	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	4,887.67	51,441.10	0.00	58,100.00	6,658.90	88.54	
200	Employee Benefits	1,048.46	10,680.73	0.00	11,900.00	1,219.27	89.75	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	254.06	734.03	220.92	1,220.00	265.05	78.27	
1225	Special Education Programs Pre-K	6,190.19	62,855.86	220.92	71,220.00	8,143.22	88.57	** Function
100	Salaries	4,315.73	56,067.08	0.00	66,500.00	10,432.92	84.31	
200	Employee Benefits	3,098.32	28,407.24	0.00	27,250.00	(1,157.24)	104.25	
300	Purchased Services	232.71	14,669.17	0.00	510.00	(14,159.17)	2,876.31	
400	Supplies And Materials	2,178.95	3,472.34	1,848.76	5,400.00	78.90	98.54	
500	Capital Outlay	0.00	6,822.00	0.00	9,180.00	2,358.00	74.31	
1250	Remedial and Supplemental Programs K-12	9,825.71	109,437.83	1,848.76	108,840.00	(2,446.59)	102.25	** Function
100	Salaries	3,236.25	33,373.17	0.00	36,500.00	3,126.83	91.43	
200	Employee Benefits	1,093.59	10,968.70	0.00	12,400.00	1,431.30	88.46	
300	Purchased Services	0.00	594.76	0.00	3,500.00	2,905.24	16.99	
400	Supplies And Materials	334.00	3,207.01	2,266.00	8,988.00	3,514.99	60.89	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	500.00	500.00	0.00	
1401	VOCATIONAL AG	4,663.84	48,143.64	2,266.00	61,888.00	11,478.36	81.45	** Function

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Education Fund 10

Function 1000 Instruction
Function 1402 INDUSTRIAL ARTS
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
100	Salaries	3,105.00	34,081.79	0.00	38,260.00	4,178.21	89.08	
200	Employee Benefits	1,570.68	16,132.90	0.00	17,800.00	1,667.10	90.63	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	5,281.31	32.40	5,662.00	348.29	93.85	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	4,675.68	55,496.00	32.40	61,722.00	6,193.60	89.97	** Function
100	Salaries	4,712.40	42,745.50	0.00	48,200.00	5,454.50	88.68	
200	Employee Benefits	1,433.40	14,488.28	0.00	16,400.00	1,911.72	88.34	
300	Purchased Services	0.00	0.00	0.00	1,500.00	1,500.00	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	
1407	BUSINESS ED	6,145.80	57,233.78	0.00	66,100.00	8,866.22	86.59	** Function
100	Salaries	2,427.36	29,347.67	0.00	33,000.00	3,652.33	88.93	
200	Employee Benefits	637.60	6,377.01	0.00	7,300.00	922.99	87.36	
300	Purchased Services	70.50	716.75	0.00	1,000.00	283.25	71.68	
400	Supplies And Materials	0.00	20.00	0.00	300.00	280.00	6.67	
1459	CO-OP PROGRAM	3,135.46	36,461.43	0.00	41,600.00	5,138.57	87.65	** Function
100	Salaries	15,141.37	140,888.00	0.00	130,650.00	(10,238.00)	107.84	
200	Employee Benefits	1,680.91	17,617.12	0.00	7,200.00	(10,417.12)	244.68	
300	Purchased Services	2,599.74	21,068.81	0.00	35,400.00	14,331.19	59.52	
400	Supplies And Materials	711.00	14,486.79	1,220.38	16,500.00	792.83	95.19	
500	Capital Outlay	0.00	9,911.87	1,606.00	13,500.00	1,982.13	85.32	
600	Other Objects	540.00	10,993.71	0.00	10,500.00	(493.71)	104.70	
1501	ATHLETICS	20,673.02	214,966.30	2,826.38	213,750.00	(4,042.68)	101.89	** 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	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	1,414.97	19,810.58	0.00	32,000.00	12,189.42	61.91	
200	Employee Benefits	82.48	817.94	0.00	2,000.00	1,182.06	40.90	
300	Purchased Services	0.00	30.00	0.00	1,500.00	1,470.00	2.00	

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Education Fund 10

Function 1000 Instruction
Function 1540 EXTRA CURRICULAR
Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
400	Supplies And Materials	216.30	4,146.41	0.00	6,300.00	2,153.59	65.82	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
1540	EXTRA CURRICULAR	1,713.75	24,804.93	0.00	41,850.00	17,045.07	59.27	** Function
100	Salaries	0.00	8,330.56	0.00	21,000.00	12,669.44	39.67	
200	Employee Benefits	0.00	104.43	0.00	3,200.00	3,095.57	3.26	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	51.25	0.00	250.00	198.75	20.50	
1600	Summer School	0.00	8,486.24	0.00	24,450.00	15,963.76	34.71	** Function
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	634.66	10,435.48	0.00	11,600.00	1,164.52	89.96	
200	Employee Benefits	255.52	2,789.24	0.00	5,150.00	2,360.76	54.16	
300	Purchased Services	409.80	2,469.03	0.00	9,500.00	7,030.97	25.99	
400	Supplies And Materials	0.00	0.00	0.00	100.00	100.00	0.00	
1700	Drivers Education Program	1,299.98	15,693.75	0.00	26,350.00	10,656.25	59.56	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	15.00	0.00	0.00	(15.00)	0.00	
400	Supplies And Materials	0.00	0.00	0.00	304.00	304.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	15.00	0.00	304.00	289.00	4.93	** Function
600	Other Objects	7,965.18	81,057.42	0.00	70,000.00	(11,057.42)	115.80	
1912	Special Education Programs K-12 - Private Tuition	7,965.18	81,057.42	0.00	70,000.00	(11,057.42)	115.80	** Function
1000	Instruction	425,195.56	4,696,235.21	79,944.72	5,574,206.00	798,026.07	85.68	* Function
100	Salaries	10,187.43	111,755.80	0.00	127,000.00	15,244.20	88.00	
200	Employee Benefits	2,546.75	24,888.51	0.00	39,500.00	14,611.49	63.01	
300	Purchased Services	23.03	752.00	0.00	1,500.00	748.00	50.13	
400	Supplies And Materials	0.00	915.27	250.96	1,170.00	3.77	99.68	
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	
2110	Attendance/Soc Wrk Serv	12,757.21	138,311.58	250.96	169,370.00	30,807.46	81.81	** Function
100	Salaries	5,166.77	56,570.55	0.00	62,100.00	5,529.45	91.10	
200	Employee Benefits	1,461.87	14,392.85	0.00	15,700.00	1,307.15	91.67	
300	Purchased Services	0.00	402.10	0.00	1,650.00	1,247.90	24.37	
400	Supplies And Materials	0.00	0.00	0.00	450.00	450.00	0.00	

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Education Fund 10

Function 2000 Support Services
Function 2120 Guidance Services
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
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	
2120	Guidance Services	6,628.64	71,365.50	0.00	80,000.00	8,634.50	89.21	** Function
100	Salaries	2,474.67	28,859.70	0.00	30,500.00	1,640.30	94.62	
200	Employee Benefits	6.18	6,767.58	0.00	9,500.00	2,732.42	71.24	
300	Purchased Services	0.00	1,028.93	0.00	1,600.00	571.07	64.31	
400	Supplies And Materials	69.80	1,124.02	0.00	1,350.00	225.98	83.26	
2134	Nurse Services	2,550.65	37,780.23	0.00	42,950.00	5,169.77	87.96	** Function
100	Salaries	3,547.35	44,966.81	0.00	45,000.00	33.19	99.93	
200	Employee Benefits	273.99	3,042.94	0.00	3,500.00	457.06	86.94	
300	Purchased Services	104.81	1,508.81	0.00	2,650.00	1,141.19	56.94	
400	Supplies And Materials	0.00	1,104.18	196.90	1,800.00	498.92	72.28	
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	
2140	Psychological Services	3,926.15	50,622.74	196.90	52,950.00	2,130.36	95.98	** Function
300	Purchased Services	413.40	4,558.71	0.00	8,000.00	3,441.29	56.98	
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	
2190	Other Support Svs Pupils	413.40	4,558.71	0.00	8,000.00	3,441.29	56.98	** 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	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2191	OTHER SUPPORT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	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	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	3,152.50	29,559.00	0.00	45,000.00	15,441.00	65.69	
200	Employee Benefits	834.96	3,217.24	0.00	5,800.00	2,582.76	55.47	
300	Purchased Services	510.00	5,120.00	0.00	27,600.00	22,480.00	18.55	
400	Supplies And Materials	0.00	12,506.39	3,771.67	24,500.00	8,221.94	66.44	

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Education Fund 10

Function 2000 Support Services
Function 2210 EPIC
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
2210	EPIC	4,497.46	50,402.63	3,771.67	102,900.00	48,725.70	52.65	** 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	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** 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	
2218	Quality Assurance	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	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	10,611.70	117,634.68	0.00	132,000.00	14,365.32	89.12	
200	Employee Benefits	1,254.02	12,249.70	0.00	13,800.00	1,550.30	88.77	
300	Purchased Services	29.99	837.98	0.00	3,600.00	2,762.02	23.28	
400	Supplies And Materials	1,212.44	11,719.23	3,445.08	14,690.00	(474.31)	103.23	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2220	MEDIA PROGRAM	13,108.15	142,441.59	3,445.08	164,090.00	18,203.33	88.91	** Function
100	Salaries	3,652.17	44,114.92	0.00	52,000.00	7,885.08	84.84	
200	Employee Benefits	1,150.82	21,344.45	0.00	23,700.00	2,355.55	90.06	
300	Purchased Services	235.94	21,257.81	25,652.83	53,500.00	6,589.36	87.68	
400	Supplies And Materials	0.00	2,944.08	179.94	2,700.00	(424.02)	115.70	
2226	TECHNOLOGY	5,038.93	89,661.26	25,832.77	131,900.00	16,405.97	87.56	** 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	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	242.21	5,351.57	0.00	5,650.00	298.43	94.72	
200	Employee Benefits	0.00	66.01	0.00	0.00	(66.01)	0.00	
300	Purchased Services	553.70	29,806.01	0.00	48,200.00	18,393.99	61.84	
400	Supplies And Materials	2,416.44	35,922.40	31.55	37,300.00	1,346.05	96.39	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	(1,289.01)	17,209.70	2,082.84	25,000.00	5,707.46	77.17	

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Education Fund 10								
Function	2000	Support Services						
Function	2310	Brd Ed Services						
Object	600	Other Objects						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2310	Brd Ed Services	1,923.34	88,355.69	2,114.39	116,150.00	25,679.92	77.89	** Function
100	Salaries	8,023.61	88,259.81	0.00	90,783.42	2,523.61	97.22	
200	Employee Benefits	2,362.56	25,447.45	0.00	30,200.00	4,752.55	84.26	
300	Purchased Services	591.51	8,708.83	0.00	11,900.00	3,191.17	73.18	
400	Supplies And Materials	19.39	5,823.36	0.00	7,200.00	1,376.64	80.88	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	911.77	0.00	900.00	(11.77)	101.31	
2320	Executive Adm. Serv	10,997.07	129,151.22	0.00	142,483.42	13,332.20	90.64	** Function
100	Salaries	35,351.79	392,120.18	0.00	433,000.00	40,879.82	90.56	
200	Employee Benefits	12,661.06	135,058.97	0.00	149,000.00	13,941.03	90.64	
300	Purchased Services	1,092.91	8,662.33	0.00	9,200.00	537.67	94.16	
400	Supplies And Materials	47.71	6,195.68	1,303.47	12,420.00	4,920.85	60.38	
500	Capital Outlay	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	670.00	2,385.00	0.00	2,300.00	(85.00)	103.70	
2410	Office Of Principal Serv	49,823.47	544,422.16	1,303.47	606,920.00	61,194.37	89.92	** 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	
2510	Dirctn Business Suppt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	7,274.66	80,481.87	0.00	88,000.00	7,518.13	91.46	
200	Employee Benefits	591.67	6,450.44	0.00	6,900.00	449.56	93.48	
300	Purchased Services	0.00	447.77	0.00	2,700.00	2,252.23	16.58	
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	320.00	0.00	450.00	130.00	71.11	
2520	Fiscal Services	7,866.33	87,700.08	0.00	98,050.00	10,349.92	89.44	** Function
100	Salaries	11,594.46	130,534.51	0.00	148,851.00	18,316.49	87.69	
200	Employee Benefits	0.00	0.50	0.00	25.00	24.50	2.00	
300	Purchased Services	85.72	561.27	0.00	2,400.00	1,838.73	23.39	
400	Supplies And Materials	40,862.57	232,822.02	1,883.89	244,500.00	9,794.09	95.99	
500	Capital Outlay	0.00	0.00	0.00	4,000.00	4,000.00	0.00	

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Education Fund 10

Function 2000 Support Services
Function 2560 Food Services
Object 600 Other Objects

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	101.75	0.00	400.00	298.25	25.44	
2560	Food Services	52,542.75	364,020.05	1,883.89	400,176.00	34,272.06	91.44	** Function
300	Purchased Services	830.00	4,006.15	0.00	6,200.00	2,193.85	64.62	
2630	Information Services	830.00	4,006.15	0.00	6,200.00	2,193.85	64.62	** Function
300	Purchased Services	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
400	Supplies And Materials	0.00	1,031.00	0.00	14,600.00	13,569.00	7.06	
2660	DATA PROCESSING	0.00	1,031.00	0.00	19,600.00	18,569.00	5.26	** Function
2000	Support Services	172,903.55	1,803,830.59	38,799.13	2,142,739.42	300,109.70	85.99	* Function
600	Other Objects	0.00	7,725.47	0.00	12,000.00	4,274.53	64.38	
4120	Payments Sp Ed Programs	0.00	7,725.47	0.00	12,000.00	4,274.53	64.38	** Function
600	Other Objects	0.00	31,843.49	0.00	30,000.00	(1,843.49)	106.14	
4140	Payments for CTE Programs	0.00	31,843.49	0.00	30,000.00	(1,843.49)	106.14	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
600	Other Objects	700.00	3,562.80	0.00	4,000.00	437.20	89.07	
4210	Payments for Regular Programs - Tuition	700.00	3,562.80	0.00	4,000.00	437.20	89.07	** Function
600	Other Objects	1,379.38	73,128.42	0.00	170,000.00	96,871.58	43.02	
4220	Payments for Special Education Programs - Tuition	1,379.38	73,128.42	0.00	170,000.00	96,871.58	43.02	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
4240	Payments for CTE Programs - Tuition	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges	2,079.38	116,260.18	0.00	226,000.00	109,739.82	51.44	* Function
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	10,000.00	10,000.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8130	Prmt Trns From Ed Fund	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
10	Education Fund	600,178.49	6,616,325.98	118,743.85	7,952,945.42	1,217,875.59	84.69	Fund

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PUTNAM COUNTY CUSD #535

Oper, Build, & Maint Fund 20

Function 2000 Support Services
Function 2530 Function 2530
Object 500 Capital Outlay

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	21,667.08	273,528.96	0.00	309,000.00	35,471.04	88.52	
200	Employee Benefits	2,587.78	27,346.12	0.00	30,650.00	3,303.88	89.22	
300	Purchased Services	10,427.21	159,935.09	0.00	157,400.00	(2,535.09)	101.61	
400	Supplies And Materials	12,006.29	243,932.08	0.00	310,000.00	66,067.92	78.69	
500	Capital Outlay	0.00	63,690.31	0.00	95,000.00	31,309.69	67.04	
2542	Care & Upkeep Bldg Serv	46,688.36	768,432.56	0.00	902,050.00	133,617.44	85.19	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	31,143.14	0.00	40,000.00	8,856.86	77.86	
400	Supplies And Materials	3,024.93	9,114.60	127.47	10,000.00	757.93	92.42	
500	Capital Outlay	6,270.00	16,487.00	0.00	22,500.00	6,013.00	73.28	
600	Other Objects	32.48	32.48	0.00	50.00	17.52	64.96	
2543	Care Upkeep Grnds Serv	9,327.41	56,777.22	127.47	72,550.00	15,645.31	78.44	** Function
2000	Support Services	56,015.77	825,209.78	127.47	974,600.00	149,262.75	84.68	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	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	
8800	Function 8800	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
20	Oper, Build, & Maint Fund	56,015.77	825,209.78	127.47	974,600.00	149,262.75	84.68	Fund

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Debt Service Fund or Fund Group 30								
Function	5000	Debt Services						
Function	5140	State Aid Anticipation Certificates						
Object	600	Other Objects						
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	
5140	State Aid Anticipation Certificates	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	
5200	Debt Service - Interest on Long-Term Debt	0.00	0.00	0.00	0.00	0.00	0.00	** Function
5000	Debt Services	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	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
30	Debt Service Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	0.00	Fund

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PUTNAM COUNTY CUSD #535

Transportation Fund 40

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
100	Salaries	2,319.28	21,711.89	0.00	26,158.91	4,447.02	83.00	
200	Employee Benefits	217.11	4,077.25	0.00	2,250.00	(1,827.25)	181.21	
300	Purchased Services	77,213.61	713,984.61	0.00	770,600.00	56,615.39	92.65	
400	Supplies And Materials	799.60	4,511.59	0.00	6,500.00	1,988.41	69.41	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	80,549.60	744,285.34	0.00	805,508.91	61,223.57	92.40	** Function
2000	Support Services	80,549.60	744,285.34	0.00	805,508.91	61,223.57	92.40	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	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	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
40	Transportation Fund	80,549.60	744,285.34	0.00	805,508.91	61,223.57	92.40	Fund

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Expenditure Report

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PUTNAM COUNTY CUSD #535

I.M.R.F./Soc. Sec. Fund 50

Function 1000 Instruction
Function 1110 Elementary
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
200	Employee Benefits	884.23	10,771.42	0.00	11,975.00	1,203.58	89.95	
1110	Elementary	884.23	10,771.42	0.00	11,975.00	1,203.58	89.95	** Function
200	Employee Benefits	748.27	6,452.32	0.00	7,200.00	747.68	89.62	
1111	Primary	748.27	6,452.32	0.00	7,200.00	747.68	89.62	** Function
200	Employee Benefits	613.55	6,654.41	0.00	7,300.00	645.59	91.16	
1112	Junior High	613.55	6,654.41	0.00	7,300.00	645.59	91.16	** Function
200	Employee Benefits	862.77	9,413.54	0.00	13,795.00	4,381.46	68.24	
1113	High School	862.77	9,413.54	0.00	13,795.00	4,381.46	68.24	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	140.09	1,543.25	0.00	2,000.00	456.75	77.16	
1115	MUSIC	140.09	1,543.25	0.00	2,000.00	456.75	77.16	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1120	Middle-Junior High	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	841.12	10,191.04	0.00	14,300.00	4,108.96	71.27	
1125	Pre-K Programs	841.12	10,191.04	0.00	14,300.00	4,108.96	71.27	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1130	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	10.48	0.00	75.00	64.52	13.97	
1204	Physically Hndcap Homebound	0.00	10.48	0.00	75.00	64.52	13.97	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	55.10	642.08	0.00	1,800.00	1,157.92	35.67	
1210	Speech & Lang. Impaired	55.10	642.08	0.00	1,800.00	1,157.92	35.67	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	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	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	6,082.98	58,724.33	0.00	69,500.00	10,775.67	84.50	
1220	Cross-Categorical (Cc)	6,082.98	58,724.33	0.00	69,500.00	10,775.67	84.50	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	

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I.M.R.F./Soc. Sec. Fund 50

Function 1000 Instruction
Function 1222 MI
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	326.96	3,566.85	0.00	4,350.00	783.15	82.00	
1225	Special Education Programs Pre-K	326.96	3,566.85	0.00	4,350.00	783.15	82.00	** Function
200	Employee Benefits	84.50	1,043.24	0.00	3,732.00	2,688.76	27.95	
1250	Remedial and Supplemental Programs K-12	84.50	1,043.24	0.00	3,732.00	2,688.76	27.95	** Function
200	Employee Benefits	46.00	489.73	0.00	650.00	160.27	75.34	
1401	VOCATIONAL AG	46.00	489.73	0.00	650.00	160.27	75.34	** Function
200	Employee Benefits	32.82	378.47	0.00	700.00	321.53	54.07	
1402	INDUSTRIAL ARTS	32.82	378.47	0.00	700.00	321.53	54.07	** Function
200	Employee Benefits	61.38	558.11	0.00	750.00	191.89	74.41	
1407	BUSINESS ED	61.38	558.11	0.00	750.00	191.89	74.41	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1415	IVCC TECH PREP	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	219.97	0.00	275.00	55.03	79.99	
1459	CO-OP PROGRAM	0.00	219.97	0.00	275.00	55.03	79.99	** Function
200	Employee Benefits	565.17	4,829.56	0.00	6,950.00	2,120.44	69.49	
1501	ATHLETICS	565.17	4,829.56	0.00	6,950.00	2,120.44	69.49	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	18.35	440.65	0.00	900.00	459.35	48.96	
1540	EXTRA CURRICULAR	18.35	440.65	0.00	900.00	459.35	48.96	** Function
200	Employee Benefits	0.00	320.47	0.00	350.00	29.53	91.56	
1600	Summer School	0.00	320.47	0.00	350.00	29.53	91.56	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	9.14	174.00	0.00	500.00	326.00	34.80	
1700	Drivers Education Program	9.14	174.00	0.00	500.00	326.00	34.80	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	11,372.43	116,423.92	0.00	147,102.00	30,678.08	79.15	* Function
200	Employee Benefits	333.20	3,707.03	0.00	4,950.00	1,242.97	74.89	

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I.M.R.F./Soc. Sec. Fund 50

Function 2000 Support Services
Function 2110 Attendance/Soc Wrk Serv
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2110	Attendance/Soc Wrk Serv	333.20	3,707.03	0.00	4,950.00	1,242.97	74.89	** Function
200	Employee Benefits	73.39	803.64	0.00	1,000.00	196.36	80.36	
2120	Guidance Services	73.39	803.64	0.00	1,000.00	196.36	80.36	** Function
200	Employee Benefits	532.80	5,865.18	0.00	7,400.00	1,534.82	79.26	
2134	Nurse Services	532.80	5,865.18	0.00	7,400.00	1,534.82	79.26	** Function
200	Employee Benefits	245.55	2,830.37	0.00	3,675.00	844.63	77.02	
2140	Psychological Services	245.55	2,830.37	0.00	3,675.00	844.63	77.02	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	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	
2193	Title IV	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	
2196	Comp Arts	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	79.03	559.40	0.00	2,050.00	1,490.60	27.29	
2210	EPIC	79.03	559.40	0.00	2,050.00	1,490.60	27.29	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2212	CURRICULUM DIRECTOR	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	
2215	TITLE II CLASS REDUCTION	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	
2218	Quality Assurance	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	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,234.83	13,858.38	0.00	15,800.00	1,941.62	87.71	
2220	MEDIA PROGRAM	1,234.83	13,858.38	0.00	15,800.00	1,941.62	87.71	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2225	TECH THRUST	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	52.16	494.65	0.00	700.00	205.35	70.66	
2226	TECHNOLOGY	52.16	494.65	0.00	700.00	205.35	70.66	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function

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I.M.R.F./Soc. Sec. Fund 50

Function 2000 Support Services
Function 2310 Brd Ed Services
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budge t	State Account Number
200	Employee Benefits	17.46	437.34	0.00	875.00	437.66	49.98	
2310	Brd Ed Services	17.46	437.34	0.00	875.00	437.66	49.98	** Function
200	Employee Benefits	116.32	1,296.07	0.00	1,600.00	303.93	81.00	
2320	Executive Adm. Serv	116.32	1,296.07	0.00	1,600.00	303.93	81.00	** Function
200	Employee Benefits	662.16	5,512.73	0.00	0.00	(5,512.73)	0.00	
2365	Risk Management and Claims Services Payments	662.16	5,512.73	0.00	0.00	(5,512.73)	0.00	** Function
200	Employee Benefits	1,811.01	20,205.34	0.00	25,300.00	5,094.66	79.86	
2410	Office Of Principal Serv	1,811.01	20,205.34	0.00	25,300.00	5,094.66	79.86	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Suppt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,390.71	15,242.25	0.00	16,900.00	1,657.75	90.19	
2520	Fiscal Services	1,390.71	15,242.25	0.00	16,900.00	1,657.75	90.19	** Function
200	Employee Benefits	4,747.40	55,022.50	0.00	64,100.00	9,077.50	85.84	
2542	Care & Upkeep Bldg Serv	4,747.40	55,022.50	0.00	64,100.00	9,077.50	85.84	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2543	Care Upkeep Grnds Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	309.81	2,682.34	0.00	3,600.00	917.66	74.51	
2550	Pupil Transportation Ser	309.81	2,682.34	0.00	3,600.00	917.66	74.51	** Function
200	Employee Benefits	2,165.30	24,052.35	0.00	30,775.00	6,722.65	78.16	
2560	Food Services	2,165.30	24,052.35	0.00	30,775.00	6,722.65	78.16	** Function
2000	Support Services	13,771.13	152,569.57	0.00	178,725.00	26,155.43	85.37	* Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
3696	Safe To Learn	0.00	0.00	0.00	0.00	0.00	0.00	** Function
3000	Community Services	0.00	0.00	0.00	0.00	0.00	0.00	* Function
50	I.M.R.F./Soc. Sec. Fund	25,143.56	268,993.49	0.00	325,827.00	56,833.51	82.56	Fund

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Capital Projects Fund or Fund Group 60									
Function	2000	Support Services							
Function	2530	Function 2530							
Object	500	Capital Outlay							
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	
2530	Function 2530		0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services		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	
8150	Prmnt Trnf From S&C		0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses		0.00	0.00	0.00	0.00	0.00	0.00	* Function
60	Capital Projects Fund or Fund Group		0.00	0.00	0.00	0.00	0.00	0.00	Fund

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Working Cash Fund 70

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

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	
8110	Permnt Trns Wrk Csh Abol	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	
8111	Permnt Trns Wrk Csh	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	
8120	Prmnt Trnf Int From Wrkcs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
70	Working Cash Fund	0.00	0.00	0.00	0.00	0.00	0.00	Fund

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PUTNAM COUNTY CUSD #535

Tort Immunity and Judgment Fund 80

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	0.00	986.47	0.00	0.00	(986.47)	0.00	
200	Employee Benefits	0.00	6.45	0.00	0.00	(6.45)	0.00	
1110	Elementary	0.00	992.92	0.00	0.00	(992.92)	0.00	** Function
100	Salaries	0.00	240.71	0.00	0.00	(240.71)	0.00	
200	Employee Benefits	0.00	20.92	0.00	0.00	(20.92)	0.00	
1111	Primary	0.00	261.63	0.00	0.00	(261.63)	0.00	** Function
100	Salaries	0.00	331.27	0.00	0.00	(331.27)	0.00	
200	Employee Benefits	0.00	11.66	0.00	0.00	(11.66)	0.00	
1112	Junior High	0.00	342.93	0.00	0.00	(342.93)	0.00	** Function
100	Salaries	0.00	402.03	0.00	0.00	(402.03)	0.00	
200	Employee Benefits	0.00	21.94	0.00	0.00	(21.94)	0.00	
1113	High School	0.00	423.97	0.00	0.00	(423.97)	0.00	** Function
100	Salaries	0.00	52.34	0.00	0.00	(52.34)	0.00	
200	Employee Benefits	0.00	5.67	0.00	0.00	(5.67)	0.00	
1115	MUSIC	0.00	58.01	0.00	0.00	(58.01)	0.00	** Function
100	Salaries	0.00	19.58	0.00	0.00	(19.58)	0.00	
1210	Speech & Lang. Impaired	0.00	19.58	0.00	0.00	(19.58)	0.00	** Function
100	Salaries	0.00	145.58	0.00	0.00	(145.58)	0.00	
200	Employee Benefits	0.00	5.84	0.00	0.00	(5.84)	0.00	
1220	Cross-Categorical (Cc)	0.00	151.42	0.00	0.00	(151.42)	0.00	** Function
100	Salaries	0.00	15.63	0.00	0.00	(15.63)	0.00	
1225	Special Education Programs Pre-K	0.00	15.63	0.00	0.00	(15.63)	0.00	** Function
100	Salaries	0.00	1,113.37	0.00	0.00	(1,113.37)	0.00	
1401	VOCATIONAL AG	0.00	1,113.37	0.00	0.00	(1,113.37)	0.00	** Function
100	Salaries	0.00	1,309.64	0.00	0.00	(1,309.64)	0.00	
1402	INDUSTRIAL ARTS	0.00	1,309.64	0.00	0.00	(1,309.64)	0.00	** Function
100	Salaries	0.00	23.80	0.00	0.00	(23.80)	0.00	
200	Employee Benefits	0.00	15.26	0.00	0.00	(15.26)	0.00	
1407	BUSINESS ED	0.00	39.06	0.00	0.00	(39.06)	0.00	** Function
100	Salaries	0.00	12.26	0.00	0.00	(12.26)	0.00	
1459	CO-OP PROGRAM	0.00	12.26	0.00	0.00	(12.26)	0.00	** Function
100	Salaries	0.00	1,817.34	0.00	0.00	(1,817.34)	0.00	

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Tort Immunity and Judgment Fund 80

Function 1000 Instruction
Function 1700 Drivers Education Program
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1700	Drivers Education Program	0.00	1,817.34	0.00	0.00	(1,817.34)	0.00	** Function
1000	Instruction	0.00	6,557.76	0.00	0.00	(6,557.76)	0.00	* Function
100	Salaries	0.00	993.57	0.00	0.00	(993.57)	0.00	
2134	Nurse Services	0.00	993.57	0.00	0.00	(993.57)	0.00	** Function
100	Salaries	0.00	1,139.70	0.00	0.00	(1,139.70)	0.00	
2320	Executive Adm. Serv	0.00	1,139.70	0.00	0.00	(1,139.70)	0.00	** Function
200	Employee Benefits	0.00	29,291.89	0.00	35,000.00	5,708.11	83.69	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	29,291.89	0.00	35,000.00	5,708.11	83.69	** Function
200	Employee Benefits	2,898.00	8,372.00	0.00	20,000.00	11,628.00	41.86	
2363	Unemployment Insurance Act Payments	2,898.00	8,372.00	0.00	20,000.00	11,628.00	41.86	** Function
300	Purchased Services	0.00	66,568.00	0.00	66,700.00	132.00	99.80	
2364	Insurance Payments (regular or self-insurance)	0.00	66,568.00	0.00	66,700.00	132.00	99.80	** Function
100	Salaries	13,112.50	111,876.24	0.00	169,096.00	57,219.76	66.16	
200	Employee Benefits	123.09	1,095.48	0.00	0.00	(1,095.48)	0.00	
2365	Risk Management and Claims Services Payments	13,235.59	112,971.72	0.00	169,096.00	56,124.28	66.81	** Function
300	Purchased Services	452.50	10,481.93	0.00	20,000.00	9,518.07	52.41	
2369	Legal Services	452.50	10,481.93	0.00	20,000.00	9,518.07	52.41	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2410	Office Of Principal Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	8,392.62	0.00	10,000.00	1,607.38	83.93	
2540	Function 2540	0.00	8,392.62	0.00	10,000.00	1,607.38	83.93	** Function
100	Salaries	0.00	13,168.13	0.00	0.00	(13,168.13)	0.00	
2542	Care & Upkeep Bldg Serv	0.00	13,168.13	0.00	0.00	(13,168.13)	0.00	** Function
100	Salaries	0.00	1,934.97	0.00	0.00	(1,934.97)	0.00	
2560	Food Services	0.00	1,934.97	0.00	0.00	(1,934.97)	0.00	** Function
2000	Support Services	16,586.09	253,314.53	0.00	320,796.00	67,481.47	78.96	* Function
80	Tort Immunity and Judgment Fund	16,586.09	259,872.29	0.00	320,796.00	60,923.71	81.01	Fund

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Expenditure Report

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Fire Prevention/Life Safety 90									
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	
2548	L/S Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services		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	
4190	Other Pymnts Gov In State		0.00	0.00	0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges		0.00	0.00	0.00	0.00	0.00	0.00	* Function
90	Fire Prevention/Life Safety		0.00	0.00	0.00	0.00	0.00	0.00	Fund
Report Total:			<u>778,473.51</u>	<u>8,714,686.88</u>	<u>118,871.32</u>	<u>10,379,677.33</u>	<u>1,546,119.13</u>	<u>85.10</u>	

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 10				
AP-Accrual-10	AP-Accrual for Fund 10	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
10-110-1	CASH IN BANKS	9,353.68	1,089.18	10,442.86
10-185-1	LONG TERM INVESTMENTS	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	4,742,391.28	(54,531.69)	4,687,859.59
10-131	PAYROLL CASH	0.00	0.00	0.00
10-199-1	EMPLOYEE COMPUTERS	0.00	0.00	0.00
10-122-1	FARNSWORTH INVESTMENT	0.00	0.00	0.00
	Total	\$4,764,544.96	(\$53,442.51)	\$4,711,102.45
10-457-1	Delete This Account	0.00	0.00	0.00
10-498-1	TEACHER RET 2.2	0.00	0.00	0.00
10-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
10-496-1	LOHMANS CAFE. PLAN	(7,309.12)	(1,005.00)	(8,314.12)
10-495-1	LIFE INS PAYABLE	0.00	0.00	0.00
10-493-1	MEDICARE INS. PAYABLE	0.00	0.00	0.00
10-490-1	Delete This Account	0.00	0.00	0.00
10-481-1	TEACHER RET. PAYABLE	0.00	0.00	0.00
10-460-1	DISABILITY INS. PAYABLE	0.00	0.00	0.00
10-458-1	Delete This Account	0.00	0.00	0.00
10-456-1	Delete This Account	0.00	0.00	0.00
10-455-1	Delete This Account	0.00	0.00	0.00
10-459-1	Delete This Account	0.00	0.00	0.00
10-454-1	Delete This Account	0.00	0.00	0.00
10-452-1	Delete This Account	0.00	0.00	0.00
10-411-1	LOAN TO LIFE SAFETY	0.00	0.00	0.00
10-431-1	ACCOUNTS PAYABLE	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	0.00	0.00	0.00
	Total	(\$7,309.12)	(\$1,005.00)	(\$8,314.12)
10-706-1	NET PROFIT/LOSS	(1,010,304.67)	54,447.51	(955,857.16)
10-730-1	FUND BALANCE	(3,746,931.17)	0.00	(3,746,931.17)
	Total	(\$4,757,235.84)	\$54,447.51	(\$4,702,788.33)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 20				
AP-Accrual-20	AP-Accrual for Fund 20	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
20-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
20-184-1	LAND FUND INVESTMENT	0.00	0.00	0.00
20-183-1	TREE FUND INVESTMENTS	3,594.64	0.00	3,594.64
20-131	PAYROLL CASH	0.00	0.00	0.00
20-110-1	CASH IN BANKS	147,343.49	0.00	147,343.49
20-121-1	REGULAR INVESTMENT O/M	1,793,231.29	(55,589.12)	1,737,642.17
	Total	\$1,944,169.42	(\$55,589.12)	\$1,888,580.30
20-454-1	Delete This Account	0.00	0.00	0.00
20-456-1	Delete This Account	0.00	0.00	0.00
20-457-1	Delete This Account	0.00	0.00	0.00
20-458-1	Delete This Account	0.00	0.00	0.00
20-459-1	Delete This Account	0.00	0.00	0.00
20-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
20-453-1	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
20-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
20-452-1	Delete This Account	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
20-730-1	FUND BALANCE	(2,078,412.96)	0.00	(2,078,412.96)
20-706-1	NET PROFIT/LOSS	134,243.54	55,589.12	189,832.66
	Total	(\$1,944,169.42)	\$55,589.12	(\$1,888,580.30)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 30				
AP-Accrual-30	AP-Accrual for Fund 30	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
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
	Total	\$0.00	\$0.00	\$0.00
30-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
30-730-1	FUND BALANCE	0.00	0.00	0.00
30-706-1	NET PROFIT/LOSS	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 40				
AP-Accrual-40	AP-Accrual for Fund 40	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
40-110-1	CASH IN BANKS	(5,395.72)	0.00	(5,395.72)
40-121-1	REGULAR INVESTMENT TRANS	349,971.32	(78,447.50)	271,523.82
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	Total	\$344,575.60	(\$78,447.50)	\$266,128.10
40-453-1	Delete This Account	0.00	0.00	0.00
40-411-1	LOANS FROM W/C	0.00	0.00	0.00
40-452-1	Delete This Account	0.00	0.00	0.00
40-454-1	Delete This Account	0.00	0.00	0.00
40-456-1	Delete This Account	0.00	0.00	0.00
40-457-1	Delete This Account	0.00	0.00	0.00
40-481-1	EMPLOYEE INCENTIVE	0.00	0.00	0.00
40-451-1	Delete This Account	0.00	0.00	0.00
40-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
40-706-1	NET PROFIT/LOSS	(48,786.80)	78,447.50	29,660.70
40-730-1	FUND BALANCE	(295,788.80)	0.00	(295,788.80)
	Total	(\$344,575.60)	\$78,447.50	(\$266,128.10)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 50				
AP-Accrual-50	AP-Accrual for Fund 50	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
50-110-1	CASH IN BANKS	100,059.71	0.00	100,059.71
50-121-1	REGULAR INVESTMENT IMRF	301,219.27	(25,067.36)	276,151.91
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	Total	\$401,278.98	(\$25,067.36)	\$376,211.62
50-481-1	MEDICARE EMPLOYEE (10)	0.00	0.00	0.00
50-492-1	MEDICARE INS PAYABLE	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
50-493-1	MEDICARE BOARD SHARE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
50-730-1	FUND BALANCE	(263,958.82)	0.00	(263,958.82)
50-706-1	NET PROFIT/LOSS	(137,320.16)	25,067.36	(112,252.80)
	Total	(\$401,278.98)	\$25,067.36	(\$376,211.62)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 6/5/2014 12:58 PM
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 60				
AP-Accrual-60	AP-Accrual for Fund 60	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
60-185-1	LONG TERM INVEST C/P	0.00	0.00	0.00
60-121-1	REG INVESTMENTS-CAP PROJ	0.00	0.00	0.00
60-110-1	CASH IN BANK-CAP PROJ	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
60-411-1	LOAN FROM W/C	0.00	0.00	0.00
60-431-1	A/P CAP PROJECTS	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
60-730-1	FUND BALANCE	0.00	0.00	0.00
60-706-1	NET PROFIT/LOSS	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 6/5/2014 12:58 PM
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 70				
AP-Accrual-70	AP-Accrual for Fund 70	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
70-121-1	REGULAR INVESTMENT WC	826,933.96	196.28	827,130.24
70-185-1	INVESTMENT LONG TERM WC	1,256,233.80	123.34	1,256,357.14
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	(17,097.86)	0.00	(17,097.86)
	Total	\$2,066,069.90	\$319.62	\$2,066,389.52
70-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
70-411-1	LOANS TO LIFE SAFETY	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
70-730-1	FUND BALANCE	(2,002,260.53)	0.00	(2,002,260.53)
70-706-1	NET PROFIT/LOSS	(63,809.37)	(319.62)	(64,128.99)
	Total	(\$2,066,069.90)	(\$319.62)	(\$2,066,389.52)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 6/5/2014 12:58 PM
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 80				
AP-Accrual-80	AP-Accrual for Fund 80	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
80-131	PAYROLL CASH	0.00	0.00	0.00
80-121-1	TORT-REG INVESTMENT	66,154.56	(16,568.77)	49,585.79
80-110-1	TORT-CASH IN BANKS	12,384.25	0.00	12,384.25
	Total	\$78,538.81	(\$16,568.77)	\$61,970.04
80-481	NON-CERT DUES	0.00	0.00	0.00
80-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
80-730-1	FUND BALANCE	(78,542.93)	0.00	(78,542.93)
80-706-1	NET PROFIT/LOSS	4.12	16,568.77	16,572.89
	Total	(\$78,538.81)	\$16,568.77	(\$61,970.04)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 6/5/2014 12:58 PM
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 90				
AP-Accrual-90	AP-Accrual for Fund 90	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
90-185-1	LONG TERM L/S	0.00	0.00	0.00
90-121-1	REGULAR INVESTMENT L/S	502,175.26	135.45	502,310.71
90-110-1	CASH IN BANK-LIFE SAFETY	(119,648.63)	0.00	(119,648.63)
	Total	\$382,526.63	\$135.45	\$382,662.08
90-411-1	LOAN DUE TO EDUCATION	0.00	0.00	0.00
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
90-412-1	LOAN DUE TO WORKING CASH	0.00	0.00	0.00
90-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
90-706-1	NET PROFIT/LOSS	(58,069.96)	(135.45)	(58,205.41)
90-730-1	FUND BALANCE	(324,456.67)	0.00	(324,456.67)
	Total	(\$382,526.63)	(\$135.45)	(\$382,662.08)
	Total	\$0.00	\$0.00	\$0.00

Fund Balance Report

Printed: 6/5/2014 12:59 PM

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	600,178.49	545,730.98	6,616,325.98	7,572,183.14	955,857.16	3,746,931.17	4,702,788.33
20	Oper, Build, & Maint Fund	56,015.77	426.65	825,209.78	635,377.12	(189,832.66)	2,078,412.96	1,888,580.30
40	Transportation Fund	80,549.60	2,102.10	744,285.34	714,624.64	(29,660.70)	295,788.80	266,128.10
50	I.M.R.F./Soc. Sec. Fund	25,143.56	76.20	268,993.49	381,246.29	112,252.80	263,958.82	376,211.62
70	Working Cash Fund	0.00	319.62	0.00	64,128.99	64,128.99	2,002,260.53	2,066,389.52
80	Tort Immunity and Judgment Fund	16,586.09	17.32	259,872.29	243,299.40	(16,572.89)	78,542.93	61,970.04
90	Fire Prevention/Life Safety	0.00	135.45	0.00	58,205.41	58,205.41	324,456.67	382,662.08
		<u>\$778,473.51</u>	<u>\$548,808.32</u>	<u>\$8,714,686.88</u>	<u>\$9,669,064.99</u>	<u>\$954,378.11</u>	<u>\$8,790,351.88</u>	<u>\$9,744,729.99</u>

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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

May 30, 2014

Beginning Balance \$7611.97

DEPOSITS			\$2780.11
5/07	\$637.56	(Box Tops & water \$)	
5/07	\$1695.00	(Yearbooks)	
5/19	\$447.55	(Soda \$ & Character Counts)	

EXPENDITURES

5/01 ck# 715 - \$34.83	BP Subway	(K Interviews)	\$-309.43
5/02 ck# 716 - \$29.58	BP Subway	(2 nd Grade Interviews)	
5/07 ck# 717 - \$56.65	Hinckley Springs	(water)	
5/20 ck# 718 - \$70.92	PCHS	(Pepsi bill)	
5/22 ck# 719 - \$87.45	Kaddywaampus	(RTI Meeting)	
5/27 ck# 720 - \$30.00	Oriental Trading	(K Grad supplies)	

Ending Balance \$10,082.65

Where all students will learn and succeed and all means ALL
Principal—Mrs. Ronda Cross
Secretary—Mrs. Angelina Migliorini



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 30, 2014

Maximum Balance	\$1,500.00
Less Expenditures	\$-947.00

DEPOSITS

2 nd Grade chaperone \$ for field trip	\$198.00
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EXPENDITURES

5/05/14 ck# 608 Summit Prof. Educ. (Baele workshop)	\$199.00
5/09/14 ck# 609 Children's Discovery Museum (Kind field trip – reimbursed by PCEF)	\$282.00
5/14/14 ck# 610 Niabi Zoo (2 nd Grade field trip – reimbursed by PCEF)	\$316.00
5/19/14 ck# 611 LEASE (Holmbeck autism workshop)	\$150.00
VOID ck# 607 \$540 to Discovery Museum-wrong amount *already reimbursed from acct 10-2310-411-6 in May Request for Reimbursement	-\$540.00 \$407.00

***Where all students will learn and succeed and all means ALL
Principal—Mrs. Ronda Cross
Secretary—Mrs. Angelina Migliorini***

PCES Activity Fund May 2014

Beginning Balance May 1, 2014	\$14819.22
Deposits May 2014	1257.56
Expenditures May 2014	4529.97
Ending Balance May 31, 2014	\$11546.81

Deposits

5/14/14	Swimming	\$515.50
5/23/14	Yearbook (48.00), PCEF (400.00) Boxtops (294.06)	\$742.06

Expenditures

5/09/14 - #1198	– Jim Basketball Jones CC Assembly	\$800.00
5/09/14 - #1199	– Hennepin Foods Supplies for Pizza Party	\$6.12
5/12/14 - #1200	– Toni’s Flowers Flowers for Debbie Ward	\$40.00
5/12/14 - #1201	– Anderson’s CC Prizes for 2015	\$209.49
5/12/14 - #1202	– Lifetouch Yearbooks	\$1658.36
5/12/14 - #1203	– PCJH Donation from PC Board for CC	\$300.00
5/12/14 - #1204	– PCPS Donation from PC Board for CC	\$300.00
5/12/14 - #1205	– PCHS Donation from PC Board for CC	\$300.00
5/14/14 - #1206	– PCUSD 535 Bus for 5 th Grade Field Trip	\$396.00
5/20/14 - #1207	– Hennepin Park District Swimming for 3 rd & 4 th Grades	\$520.00

Total Expenditures	\$4529.97
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PCES Imprest Fund Report May 2014

Beginning Balance May 01, 2014	\$1078.00
Less April 2014 expenditures	\$126.40
Balance May 31, 2014	\$1373.60
Request for reimbursement	\$126.40
Attain Maximum Balance	\$1,500.00

Deposits

5/23/14 – Reimbursement from April	\$303.00
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Expenditures

5/1/14 – Check# 3165 – Granville Postmaster Postage - 10-2410-341-1	\$119.00
5/9/14 – Check# 3166 – Hennepin Postmaster Postage – 10-2410-341-1	\$7.40

Total Expenditures	\$126.40
Request for reimbursement	\$126.40

SUPERINTENDENT IMPREST
MAY 2014

BANK BALANCE	434.89
REPLENISHMENT REQUEST	<u>1565.11</u>
BANK BALANCE	2000.00

2933	10-1501-319-2	Rich Fulkerson-HS Official	50.00
2934	10-1501-319-2	Dan Wieczorek-HS Official	50.00
2935	10-1501-319-2	Keith Dickinson-HS Official	50.00
2936	10-1501-319-2	Ed Derix-HS Official	50.00
2937		VOID	
2938		VOID	
2939	10-2310-640-6	Dept of Labor-Prevailing Wage Issue	223.69
2940	10-2320-340-1	Postage	<u>11.20</u>

TOTAL	434.89
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Putnam County Junior High School
 Imprest Fund
 May1, 2014
 Account #010-146

Beginning Balance	\$ 1,558.74
Replenishment Request	<u>1,241.26</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>\$ 1,378.34</u>
Balance	\$ 1,421.66
Replenishment Request	<u>\$ 1,378.34</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>
5348	05/06	A& M Products	10-1115-487-1	Music Awards	59.50
5349	05/06	Dennis Ludwig	10-1501-319-3	track starter	85.00
5350	05/07	St. Mary's School	10-1501-640-3	Track fee	120.00
5351	05/07	IESA	10-1501-640-3	Golf Fee	80.00
5352	05/09	Greg Pilon	10-1509-319-3	track starter	225.00
5353	05/09	U. S. Postmaster	10-2310-410-6	postage	114.00
5354	05/21	Walmart	Medicaid special ed		142.64
5355	VOID				
5356	05/22	Peoria Riverfront Museum	PCEF grant 6 th	grade field trip	403.20
5357	05/28	Spring Valley Baker	10-1112-410-3	breakfast of champions	149.00

expenditures	1,378.34
Replenishment request	1,378.34

Carl Carlson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
 PCJH Cheerleading
 May, 2014
 Account #138-258

Beginning Balance	\$	198.37
Transfers In		00.00
Subtotal		198.37
Less Expenditures		00.00
Balance		198.37

<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. Troglia, Secretary

Putnam County Junior High School
 PCJH Girls Athletic Fund
 May, 2014
 Account #010-707

Beginning Balance	\$ 8,148.88
Transfers In	<u>1,210.00</u>
Subtotal	9,358.88
Less Expenditures	<u>1,421.24</u>
Balance	7,937.64

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
593	05/06	Locker Room	t-shirts	\$ 622.00
594	05/07	Caseys	pizza	71.14
595	05/12	Creative Apparel	shirts	628.10
596	05/20	PCHS track	concession stand	100.00

Carl Carlson, Principal

Sandra A. Troglia, Secretary

Putnam County Junior High School
Puma Crew
May, 2014
Account #010-561

Beginning Balance	\$ 1,062.12
Transfers In	<u>00.00</u>
Subtotal	1,062.12
Less Expenditures	<u>00.00</u>
Balance	\$1,062.12

<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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Carl Carlson, Principal

Sandra Troglia, Secretary

Putnam County Junior High School
 PCJH Staff Soda
 May, 2014
 Account #010-650

Beginning Balance	\$ 6,559.77
Transfers In	<u>4,171.05</u>
Subtotal	10,730.82
,Less Expenditures	<u>7,643.38</u>
Balance	3,087.44

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1297	05/06	Pepsi Cola	soda	\$ 764.67
1298	05/08	Peoria Charter	bus 8 th grade trip	2,650.00
1299	05/12	Creative Apparel	shirts	494.41
1300	05/15	N/C Mastercard	wrist bands	652.75
1301	05/16	Cubbyhole	shirts	1,274.00
1302	05/20	Zoo parking	7 th grade trip	45.00
1303	05/20	Dave And Busters	8 th grade trip	1,468.55
1304	05/23	March of Dimes	charity	100.00
1305	05/27	Great American Opp	fund raiser	94.00
1306	05/29	McNabb Fire Dept	donation	100.00

Carl Carlson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
 Student Council
 May, 2014
 Account #138-096

Beginning Balance	\$ 740.15
Transfers In	<u>888.00</u>
Subtotal	\$ 1628.15
Less Expenditures	<u>787.35</u>
Balance	\$ 840.80

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
930	5-15	Creative Apparel	Walk a Thon tshirts	\$505.11
931	5-20	Hobby Lobby	graduation décor	\$101.64
932	5-20	Cosgrove Dist.	Walk a Thon food	\$42.35
933	5-22	Walmart	Walk a Thon food/water	\$30.43
934	5-29	VOIDED CHECK		
935	5-30	Hennepin Food Mart	Walk a Thon Gatorade	\$107.82

OUTSTANDING CHECKS as of 6-3-14 ADDING BACK INTO ACCOUNT

904	5/29	Aasha Fund	Walk a Thon fundraiser	\$24.87
906	5/29	Alzheimers Found.	Walk a Thon fundraiser	\$24.87
908	5/29	Special Olympics	Walk a Thon fundraiser	\$24.87
911	5/29	Amer. Heart Assoc.	Walk a Thon fundraiser	\$24.87

Carl Carlson, Principal

Amy Carboni, Sponsor

Putnam County Junior High School
 PCJH Activity Fund
 May, 2014

<u>Account name & #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 198.37	00.00	00.00	\$ 198.37
PCJH Girls Athletic 010-707	8,148.88	1,210.00	1,421.24	7,937.64
PCJH Puma Crew 010-561	1,062.12	00.00	00.00	1,062.12
Staff Soda 010-650	6,559.77	4,171.05	7,643.38	3,087.44
PCJH Student Council 138-096	740.15	888.00	787.35	840.80

 Carl Carlson, Principal

 Sandra A. Troglio, Secretary

PUTNAM COUNTY HIGH SCHOOL
Imprest Fund
Bob Peterson, Principal

Balance April 30, 2014	\$1808.35
Replenishment Requested	\$3191.65
Maximum Balance	\$5000.00
May expenditures	\$2252.38
Balance May 31, 2014	\$2747.62
Replenishment Requested	\$2252.38
Attain Maximum Balance	\$5000.00

Ed Swingel	10-1459-410-2	Co op Gift Cards	\$154.97
Terry Olszewski	10-1501-319-2	Softball Umpire	\$ 50.00
Paul Strohman	10-1501-319-2	Softball Umpire	\$ 50.00
Terry Toneilli	10-1501-319-2	Softball Umpire	\$ 50.00
Derek Benning	10-1501-319-2	Softball Umpire	\$ 50.00
Tom Leffelman	10-1501-319-2	Baseball Umpire	\$ 50.00
Wayne Czyz	10-1501-319-2	Baseball Umpire	\$ 50.00
IAVAT		Mr Heiser Ag Conf	\$534.00
Jim Eustice	10-1501-319-2	Baseball Umpire	\$ 50.00
Ron Leiteritz	10-1501-319-2	Baseball Umpire	\$ 50.00
Ed Derix	10-1501-319-2	Softball Umpire	\$ 50.00
Keith Dickenson	10-1501-319-2	Softball Umpire	\$ 50.00
Don Grubaugh	10-1501-319-2	Track Starter	\$ 85.00
Seneca HS	10-1501-640-2	Softball Tourn	\$125.00
Jay Gerber	10-1501-319-2	Baseball Umpire	\$ 50.00
Wayne Czyz	10-1501-319-2	Baseball Umpire	\$ 50.00
Mike Puckette	10-1501-319-2	Softball Umpire	\$ 50.00
Robin Linton	10-1501-319-2	Softball Umpire	\$ 50.00
Mike Puckett	10-1501-319-2	Softball Umpire	\$ 50.00
Paul Strohman	10-1501-319-2	Softball Umpire	\$ 50.00
Staples		Graduation Program	\$239.32
Katlyn Casford	10-161100-1	Senior Lunch refund	\$ 9.70
Carly Gonet	10-161100-1	Senior Lunch refund	\$ 35.79
Tristan Keegan	10-161100-1	Senior Lunch refund	\$208.10
Jon Mattern	10-161100-1	Senior Lunch refund	\$ 5.15
Monica Monroe	10-161100-1	Senior Lunch refund	\$ 7.00
Jacob Theobald	10-161100-1	Senior Lunch refund	\$ 7.20
Brooke Veronda	10-161100-1	Senior Lunch refund	\$ 14.50
Emily Whitney	10-161100-1	Senior Lunch refund	\$ 26.65
		Total May Expenditures	\$2252.38

Putnam County Comm. Unit School Dist. #535

PAGE 1 OF 2	EDUCATION	O/M	TRANSPORT	IMRF	C/P	W/C	TORT	L/S	TOTALS
Cash/Invest. Begin Month	\$4,757,235.84	\$1,944,169.42	\$344,575.60	\$401,278.98	\$0.00	\$2,066,069.90	\$78,538.81	\$382,526.63	\$9,974,395.18
Receipts	\$545,730.98	\$426.65	\$2,102.10	\$76.20	\$0.00	\$319.62	\$17.32	\$135.45	\$548,808.32
Disbursements	\$600,178.49	\$56,015.77	\$80,549.60	\$25,143.56	\$0.00	\$0.00	\$16,586.09	\$0.00	\$778,473.51
Cash/Invest. End Month	\$4,702,788.33	\$1,888,580.30	\$266,128.10	\$376,211.62	\$0.00	\$2,066,389.52	\$61,970.04	\$382,662.08	\$9,744,729.99
CASH IN BANKS									
Granville National Bank	\$0.00	\$21,047.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,047.94
First State Bank	\$10,442.86	\$79,939.64	(\$5,395.72)	\$100,059.71	\$0.00	(\$17,097.86)	\$12,384.25	(\$119,648.63)	\$60,684.25
North Central Bank	\$0.00	\$46,355.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,355.91
Total Cash in Banks	\$10,442.86	\$147,343.49	(\$5,395.72)	\$100,059.71	\$0.00	(\$17,097.86)	\$12,384.25	(\$119,648.63)	\$128,088.10
MONEY MARKET ACCTS.									
Granville National Bank Rate 0.15%	\$401,505.39	\$70,667.51	\$18,303.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$490,476.18
First State Bank Rate 0.30%	\$444,453.82	\$81,570.47	\$20,297.74	\$91,257.12	\$0.00	\$113,726.09	\$49,585.79	\$293,820.77	\$1,094,711.80
North Central Bank Rate 0.30%	\$3,588,567.81	\$1,585,404.19	\$232,922.80	\$184,894.79	\$0.00	\$713,404.15	\$0.00	\$208,489.94	\$6,513,683.68
Eureka Savings Rate 0.45%	\$251,827.84								\$251,827.84
Peru Federal Savings Rate 0.00%	\$0.00								\$0.00
USBank	\$1,504.73								\$1,504.73
Total Money Market Accts.	\$4,687,859.59	\$1,737,642.17	\$271,523.82	\$276,151.91	\$0.00	\$827,130.24	\$49,585.79	\$502,310.71	\$8,352,204.23

Putnam County Comm. Unit School Dist. #535

PAGE 2 OF 2	EDUCATION	O/M	TRANSPORT	IMRF	C/P	W/C	TORT	L/S	TOTALS
C/D INVESTMENTS									
Granville National Bank									
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
First State Bank									
30451 11/17/14 0.70%						\$207,585.34			\$207,585.34
32994 05/13/15 0.75%						\$714,366.22			\$714,366.22
									\$0.00
									\$0.00
									\$0.00
North Central Bank									
40413 03/05/15 0.40%						\$334,405.58			\$334,405.58
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
Auditor Adjustments									
Tree Fund		\$3,594.64							\$3,594.64
Assets	\$12,800.00								\$12,800.00
Adjustments									\$0.00
Liabilities	(\$8,314.12)								(\$8,314.12)
TOTAL CASH & INVESTMEN	\$4,702,788.33	\$1,888,580.30	\$266,128.10	\$376,211.62	\$0.00	\$2,066,389.52	\$61,970.04	\$382,662.08	\$9,744,729.99

CERTIFIED CORRECT

Alex F. Rolando

05/31/14

Transportation Update

June 11, 2014

- 4/25/14** There was an incident reported on the Dark Blue Bus in which students were caught using an “e cigarette.” The tape was watched, and it was confirmed. Based on the handbook guidelines, appropriate discipline was given to the three boys involved.
- 5/22/14** Another incident occurred on Dark Blue Bus, and the report included an allegation that one student had his hands on another student’s throat. Mr. Carlson and Officer Pyska watched the bus tape, and there was also inappropriate language involved in the incident between the two boys. Mr. Carlson provided disciplinary measures to address the situation.
- 5/27/14** Bus 115 accidentally drove into the yellow rope that had been strung between the stop sign and another post. The rope had been placed there to block the drive during the sectional games. The stop sign was damaged and/or pulled out of the ground. We made the decision that orange cones should be used instead. I was relieved that it was a bus, rather than a person on a motorcycle, etc.

Overall, the school year ended successfully compared to the first half year. 😊

Investment Update

June 11, 2014

As you already are aware, the next CD will mature on 11/17/14. It does not mature until November, and it is held at First State Bank.

Please note the attachment from PFM, an investment firm that offers current information regarding rates, etc.



Economic Update

June 6, 2014

PFM Asset Management LLC
222 North LaSalle
Suite 910
Chicago, IL 60601

Sources: Bloomberg, Investor Guide, Vanguard, Financial Times

717-231-2723
717-233-6073 fax
www.pfm.com

Economic Update

Summary of Recent Economic Data

Figures released for gross domestic product (GDP) revealed a contraction in the U.S. economy in the first quarter of 2014. However, the financial markets have largely shrugged off that contraction as more recent economic indicators have seemed a bit more encouraging. Adding to the latest positive signals was an uptick in overall consumer confidence and greater demand for manufactured goods. Job growth also moderated a bit in May, largely as expected as the U.S. added 217,000 jobs in May while the unemployment rate stayed at 6.3%.

The U.S. economy contracted in the first quarter of 2014 according to the latest reading of GDP, which is a broad measure of all goods and services produced by the economy. With additional data available, the estimate of first quarter GDP was cut from 0.1% to -1.0% on an annualized basis. Severe and adverse winter weather conditions in the first quarter across much of the country may have well played a role in the decrease in GDP, which is the first decline in three years. The decrease in GDP primarily reflected negative contributions from private inventory investment, exports, non-residential fixed investment, state and local government spending, and residential fixed investment. Also contributing to the drop was a significant decrease in inventory-building after its strong rise in the second half of 2013. Business investment was very weak in the first quarter, actually detracting from GDP growth. The housing market, exports, and government spending also weighed on GDP, but consumer spending remained a bright spot as personal consumption expenditures offered a positive contribution, lifting the U.S. economy even a little bit more in the first quarter than previously estimated.

Employment in the U.S. has finally exceeded the pre-recession peak of 138.4 million jobs set in January of 2008 with the creation of more than 200,000 new positions in May. The month of May saw 217,000 new jobs created and this job growth came in slightly above a forecast expectation of 213,000 jobs. April's job gains were also revised to 282,000 from 288,000. The unemployment rate held at 6.3% in May and the labor force participation rate held at 62.8% in what was a robust report overall. This latest labor market report was pretty much in line with expectations as the U.S. economy has now seen four consecutive months of solid job gains. Nevertheless, the employment report for May most likely will not change anyone's outlook on the economy or monetary policy. Overall, the job market can be called moderate at best though still a bit sluggish. Despite the 6.3% unemployment rate, this latest report likely will not inspire the Federal Reserve to accelerate its tapering or its schedule for policy interest rates. Still though, beating the previous peak in jobs marks a symbolic moment of recovery from the recession, but the working age population has grown by millions since 2008, so the U.S. labor market is still far from rosy.

The consumer confidence index for May showed that consumer optimism is growing. The index climbed up to a level of 83.0 in the month of May, its second highest reading in more than six years. Consumers polled in this household survey were particularly more upbeat about present economic conditions and about the labor market. More respondents in May agreed that jobs were plentiful with fewer saying they were hard to get. Consumers also reported higher expectations for the economy six months out from now. Although slightly more respondents than in the prior month said they expected their incomes to decrease, the percentage of consumers expecting their incomes to grow over the next six months is the highest since December of 2007. However, consumer spending plans did not see the same uptick. Fewer respondents said they planned to buy a house or a new appliance in the next six months. The number of those consumers planning to purchase an automobile inched up, but the reading was still the second lowest since August of last year.

The ISM manufacturing index for May was reported earlier last week at a level of 55.4, slightly below original forecasts of a reading of 55.5. This latest report shows a slight acceleration in monthly growth for the manufacturing sector. The components for this index that are seasonally adjusted – new orders, production, employment, and supplier deliveries – showed greater rates of growth than previously estimated and confirmed strength in the manufacturing sector for May.

Growth in the bulk of the country's economy is very strong but this strength is not necessarily leading to new hiring. This was the story for the latest ISM non-manufacturing index report where the index rose to a level of 56.3 in May versus a reading of 52.2 in April. However, though the underlying business activity, inventories, new orders, and backlog orders components showed strength, growth in the employment component was still lagging behind.

The National Association of Realtors (NAR) reported pending home sales increased by 0.4% in April. That follows a 3.4% increase seen in March. This pending home sales index is a leading indicator of housing activity and measures housing contract activity, and is based on signed real estate contracts for existing single-family houses, condos, and co-ops. The NAR reported that higher inventory levels and lower rates helped to drive demand in April. The housing sector is getting a lift not only from spring weather, but also from the dip underway in mortgage rates and the rise underway in supply as more houses come on to the market.

Construction spending advanced in the month of April, but fell short of expectations. Spending increased by 0.2% in April after a 0.6% boost in March (economists had actually expected a 0.7% rise in April). On a year-ago basis, total construction spending is up by 8.6% after a 9.5% increase in the previous month. Despite the shortfall of expectations, construction is still on an upward trend, albeit a very modest one. Nevertheless, this data still points to an improvement in second quarter 2014 GDP growth.

Factory orders rose a higher-than-expected 0.7% in April in the latest sign of strength in the manufacturing sector. This gain was well-balanced between durable goods (up by 0.6%) and non-durable goods (up by 0.7% on strength in petroleum and coal products). Another positive was the fact that March's factory orders figure was also revised upward to show a solid 1.5% monthly growth as the manufacturing sector has been increasingly at the forefront of the U.S. economic recovery.

While U.S. factory jobs have seen a strong recovery since 2010, most of this job growth has been geographically concentrated. Of the approximate 605,000 additional jobs, most are found in concentrated pockets in the Midwest and in the Southeast. This has led to diminished overall economic effects, as factory jobs continue to move to areas with low taxes and weak unions. As a result of this, urban counties in the Northeast and West continue to face some declining factory production.

Defense spending helped to bolster durable goods orders higher than expected for the month of April. New orders for long-lasting goods manufactured in the U.S. (products designed to last three or more years such as motor vehicles, airplanes, and refrigerators) increased by a seasonally adjusted 0.8% in April, the third straight monthly rise. The increase for March was also revised upwards from 2.6% to 3.6%. However, much of the unexpected uptick in April's topline figure was due to a 39.0% surge in defense orders, especially for military aircrafts. It should be noted though that such orders tend to be volatile month to month. Excluding the defense sector, durable goods orders were actually down by 0.8% in April. Orders for core capital goods – the category that is often watched as a proxy for business investment down the road – fell by 1.2% due to a decline in orders of computers, electronic equipment, and machinery. Shipments of these goods during April also decreased by 0.4% as well. Even though April's overall results were mixed, taking into account broad-based strong March figures, momentum in manufacturing still points upward.

Wage growth and spending eased up during April. Personal income only grew in April by 0.3%, which was a slightly slower pace than what was seen in March. The dividend income component continued to expand, but wage growth softened. Personal spending actually edged down by 0.1% in April, and this was its first monthly drop in a year. This decrease, however, came on the heels of a 1.0% increase in March, which was the biggest monthly jump in more than four years. With income outstripping spending, the savings rate rose to 4.0% in April from 3.6% in the month of March. Inflation moved higher but remained subdued with core personal spending prices (prices excluding those for energy and food) growing by 1.4% compared with one year ago. Growth in wages remains an important indicator for the Federal Reserve in its monitoring of inflationary conditions. To date, much, if not all, of the rise in wages can be accounted for by increases in productivity. Inflationary conditions typically appear when growth in wages reflects not only increasing productivity, but also worker demands that are related to the prospect of higher inflation.

Overall, the U.S. trade deficit for the month of April widened much worse (-\$47.2 billion) than expected (-\$40.8 billion), partly due to annual revision. Exports slipped by 0.2% in April after a 2.0% jump in the previous month. Imports expanded by 1.2% following a 3.1% surge in the prior month. Net exports will now likely be a drag on second quarter GDP when it was originally believed they would be a positive contributor. This latest report may bump down estimates for second quarter GDP by economists.

Downward revisions to first quarter 2014 GDP have carried over to productivity and labor costs, and this comes as no surprise to investors. However, the size of the revisions was somewhat of a surprise to investors. Productivity in the first quarter fell by an annualized -3.2%. The original estimate for the first quarter was -1.7% and economists had projected a revision of -2.9%. Again, severe winter weather is to blame for the first quarter performance.

According to the latest Beige Book, the Federal Reserve found that the U.S. economy continued to expand along with an ongoing improvement in the labor market. The Fed reported that consumer spending and manufacturing expanded throughout all twelve Fed districts as there was a generalized increase in bank lending as well as an increase in loan demand in two-thirds of the Fed districts. The Federal Reserve also reported that the total assets on its balance sheet stood at \$4.322 trillion. Prior to the banking crisis in September of 2008, total assets were averaging \$900 billion. The growth has been the result of a series of bond purchases over the past five years designed to keep interest rates very low in order to spur the economy.

Overseas, the European Central Bank (ECB) served up additional liquidity to the global markets via interest rate cuts, but held back on the seminal decision to purchase assets. They cut their main policy rate to 0.15% from 0.25%. Also, they cut their deposit rate, the rate charged to banks' excess reserves left at the ECB or in the ECB's deposit facility (similar to the Federal Reserve's Interest On Excess Reserves), from 0.00% to a negative rate of -0.10%. Some economists fear that an outbreak of ultralow inflation across the 18-nation Eurozone is doing more harm than good to the bloc's economic recovery as Europe continues to struggle to avoid deflation's grip. Also related to Europe, Moody's just recently lowered its outlook on 83 European banks specifically due to the trend in bail-in deals that has forced banks to bear some of the burden of having part of the debt they are owed written off. Moody's cited "explicit inclusion of burden-sharing with unsecured creditors as a means of reducing the public costs of bank resolutions." It should be noted that Standard & Poor's also lowered their outlook on fifteen European banks back on April 29th. It now seems as if single A may now be the new double AA for European banks.

Fixed Income Market

The Federal Reserve has continued to taper its monthly bond purchases throughout 2014, but remains committed to keeping the Federal Funds target rate in a range of 0.00% to 0.25%. Though U.S. Treasury yields for intermediate and longer-term maturities have fallen over the past couple of months, the shape of the U.S. Treasury yield curve has still stayed positively sloped. It should be noted that very short-term Federal Agency and U.S. Treasury securities remain range-bound due to the low Federal Funds target rate. Also, yield spreads on debenture bonds from government-sponsored entities like Fannie Mae and Freddie Mac continue to remain at historically tight levels.

Fixed-income bonds have continued their 2014 rally, driven by lower expectations for global inflation. Surprisingly, yields on intermediate and longer-maturity Treasuries recently fell below levels that were seen just prior to the tapering announcement in December of 2013. Demand caused by banks' capital requirements and the retirement needs of boomers has also been driving bond prices higher and interest rates lower. The decline in intermediate and long-term interest rates has somewhat diminished the advantage that the positively sloped yield curve offers investors. Prices on Treasury bonds moved higher in May even as stock prices climbed. Usually, the two prices move in an inverse relation to one another as investors adjust their asset allocations between fixed income securities and equities. Nevertheless, low inflation and an expanding economy could prove beneficial for both asset classes.

Ten-year U.S. Treasuries are hovering around 2.55%, a level that is not likely to be sustainable if economic growth rebounds later this year and consumer and producer prices firm. The prevailing view on Wall Street is that medium and long-term interest rates have to go higher in the months and years ahead. Most market economists expect longer-term rates to rise 0.50% to 0.75% by year-end as most believe that interest rates have to get back to "normal" at some point in the near future. The Fed still believes that the economy will experience moderate growth for 2014, but it still has maintained that downside risks remain such as weakness in the housing and labor markets.

On the long end of the yield curve, intermediate and longer-term Federal Agencies and corporate bonds are exhibiting some of the same dynamics as narrow spreads have diminished the value of both of these sectors, though occasional value can still be found in specific corporate issues. Economic expansion should generally support corporate financials, but with spreads at historically narrow levels, issuer selection is even more important. Returns for corporate bonds have continued to outpace government bonds. Spreads on industrials are now at pre-crisis levels but still wider than those seen in the late 1990's. Yield spreads on financials, however, remain wider than their pre-crisis levels. On the short end of the curve, the average overnight repurchase agreement rate has been around 0.05% while 3-month LIBOR has remained at 0.23%.

Short-term U.S. Treasury and Federal Agency discount note rates remain near all-time lows with one-year T-Bills trading below 0.10%. There continues to be little value in 6 – 12 month maturities; however, overnight and 0 – 3 month rates have moved modestly higher (by 1 – 2 basis points) over the past week on increased supply from both the U.S. Treasury as well as the FHLB through larger discount note auctions. Currently, 2 – 3 month Agencies are now yielding 0.06% – 0.07% and are a suitable option for investors looking to put money to work over the upcoming quarter-end on 6/30/2014.

Commercial Paper and negotiable CD rates offer attractive relative value compared to government securities near 0.00%. Most investors continue to favor 3 – 6 month maturities around 0.15% to 0.25% from a variety of high-quality issuers. It should be noted though that a number of European issuers are facing possible downgrades in the coming months. Therefore, a conservative approach to these credits is recommended as a potential downgrade (below A-1 or P-1) would likely disrupt the strong liquidity these issuers have provided.

Interest rates have reversed course over the past week given a number of upbeat economic releases this last week have shown the U.S. economy is picking up momentum after the harsh winter, and dampened demand for safe assets. The employment report released this past Friday morning came in line with expectations for May. The market must have been whispering for something more robust or perhaps begging for it. Following the release, rate fell modestly across the curve. Other data has shown that the U.S. manufacturing sector has strengthened this past month, factory orders gained more than forecasted (0.7% versus an expected 0.5%), and automobile sales jumped. As a result, interest rates are flat to 5 basis points higher across the curve from two weeks ago, led by the 5 and 7-year sectors. The 10-year U.S. Treasury yield, which fell to 2.40% on May 29th, the lowest level since last October, has since climbed by 15 basis points to 2.55%.

Federal Agency spreads were tighter by as much as 2 basis points, led by securities in the long end of the curve. While spreads in the front of the curve remain extremely tight to U.S. Treasuries (+1 or +2 basis points for 3 years and in), spreads in longer maturity securities have widened quite substantially and offer value given the curve steepening. For reference, the FHLMC 1/2022 offers 18 basis points of spread over comparable maturity Treasuries while FNMA 6/2019 offers 6 basis points of spread. Given the lack of supply from the GSE's, and the positive tone of GSE reform headlines, most investors in the market do not foresee spread widening in shorter maturity paper in the near future.

The callable Agency market has seen an outsized decline in securities outstanding driven by the pace of redemptions. Roughly \$105 billion in callable Agency securities have been called away over the past five months as rates have declined modestly from the end of last year. That said, new issuance has been somewhat muted, as FNMA and FHLMC continue to reduce their footprint in the housing market, and have low long-term funding needs. As a result, activity in the secondary market has elevated on a relative basis. Two-year callable Agencies carry a current coupon of 0.47%. Three-year callable Agencies carry a coupon of 0.98%. Five-year callable Agencies carry a current coupon of 1.91%. Given the current steepness of the yield curve, most investors do not see a whole lot of value in the sector at these levels.

Fixed income investors continue to find value in the corporate sector where spreads have slowly ground tighter across the curve over the past two weeks. Banking and financial names are preferred over the industrial sector where spreads are extremely tight. Last week saw the printing of three large investment-grade new-issue deals: Wells Fargo Corporation, the Walt Disney Company, and American Express all came to market with 3-year fixed rate notes. All were well received and traded $\frac{1}{2}$ to 1 basis point tighter on the break.

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State Funding Update

June 11, 2014

IL School Lunch Program	\$309
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***The only amount owed by the State of Illinois to our district at this time is the above amount. Incredible! 😊**

BUDGET SUMMARY THROUGH 5/31/14

	<u>YTD REVENUE</u>	<u>REV BUDGET</u>	<u>YTD EXPENDITURES</u>	<u>EXP BUDGET</u>
<u>OVERALL</u>	<u>\$9,669,065</u>	<u>\$10,251,643</u>	<u>\$8,968,268</u>	<u>\$10,379,677</u>
<u>ED FUND</u>	<u>\$7,572,183</u>	<u>\$8,134,607</u>	<u>\$6,802,448</u>	<u>\$7,952,945</u>
<u>O/M FUND</u>	<u>\$635,377</u>	<u>\$629,802</u>	<u>\$891,089</u>	<u>\$974,600</u>
<u>TRANSPORTATION</u>	<u>\$714,625</u>	<u>\$733,901</u>	<u>\$745,706</u>	<u>\$805,509</u>
<u>IMRF FUND</u>	<u>\$381,246</u>	<u>\$381,800</u>	<u>\$268,994</u>	<u>\$325,827</u>
<u>WORKING CASH</u>	<u>\$64,129</u>	<u>\$69,875</u>	<u>0</u>	<u>0</u>
<u>TORT FUND</u>	<u>\$243,299</u>	<u>\$242,783</u>	<u>\$260,031</u>	<u>\$320,796</u>
<u>L/S FUND</u>	<u>\$58,205</u>	<u>\$58,875</u>	<u>0</u>	<u>0</u>



Putnam County Elementary School

326 S. 5th St.
Hennepin, IL 61327

Phone Number 1-815-882-2800 opt 2
Fax Number 1-815-925-7435

Putnam County Elementary School Principal's Board Report June 17, 2014

Student Achievement

At our end of the year assembly we awarded many student recognition awards for our outstanding student achievement through out the year.

- We awarded 12 5th Graders High Honor Roll Certificates and 11 5th Graders Honor Roll Certificates for the 4th Quarter.
- 34 students earned CHARACTER COUNTS Awards for displaying great character throughout the year.
- We handed out 6 Certificates for Perfect Attendance.
- We had handed out 18 awards to a boy and girl in each class who displayed outstanding Puma Pride and followed the Behavior Charts daily and were a great example for their classmates.
- We gave out Top Readers Award for each Class and Math Excellence Awards for each class.
- We gave our Top 10 AR Points with 3rd Grader Paige Terrando the top reader and the 2nd highest in points K-12.

ISAT Scores

- ISBE has not released the ISAT scores yet and they anticipate releasing them in a few weeks. I will have a summary in July.

Technology Update

- I have worked with Chris and my 5th Grade teachers to plan an observation at Morrison Schools to observe their use of Chromebooks.
- I have then met with my teachers to plan more training and professional development to ensure the pilot is very successful and the use of technology is intergraded into the curriculum.
- I am also working this summer to improve our technology curriculum to ensure our students are not falling behind and gaining the skills necessary to be successful on the PARCC Assessments.

Summer School

- I have the Summer School Jump Start for PCES ready and we have 26 3rd-5th Graders enrolled.

- We have met as a Summer School team and discussed curriculum and student needs to ensure the extra support and interventions are in place to ensure a smooth transition to the 2015 school year.

Wrapping Up the 2013-2014 School

- Our last institute day was devoted to teachers completing their end of year reports and records, we looked over the data for student achievement- AIMSWEB, Classroom Assessments, and would have used ISAT.
- Brenda and I are busy wrapping up the end of the year and I have finished the reports for the end of year for the ROE and the State Board of Education.

Planning FOR the 2014-2015 School Year

- Our 3rd Grade Teachers met with the 2nd Grade during our 2nd Grade Shadow day to discuss the incoming students and their needs.
- Our 5th Grade teachers did the same with the 6th Grade.
- Carl and I have been discussing our Study Island Program and technology plan for our Chromebooks.
- I am working a Master Schedule to include more Rti time, and try and increase time spent on Math.
- I have class lists drafted and have met with Janet to ensure the Spec. Ed. Needs are being met the best they can and the students are in a situation to have the most success.
- Our Handbook is ready for approval.
- I am in the process of working on out tech plan and will have it completed by July.

End of Year Reflection

As I finish another outstanding year at PCES I cannot tell you how much I appreciate your confidence, support, and commitment to our students. I am truly blessed to be in a district as strong as Putnam County with the teamwork that occurs for student success with the staff, administrative team, leadership from Jay, and the guidance from the Board of Education. These components are the foundation for a great all around education the students of Putnam County receive. Thank you and enjoy a safe and wonderful summer.

Putnam County HS
Principal Report
June 16, 2014

Discipline

The following is a list of discipline incidents for the 2013-14 school year. With the new office program we are able to track incidents by time, month, type, and students.

Incidents per Incident Type



Academic Year: 2013 - 14

Incident Type	Total
tardy	<u>284</u>
Alcohol	<u>2</u>
Drug Offenses	<u>4</u>
Other Reason	<u>15</u>
fighting	<u>9</u>
class eviction	<u>81</u>
Profanity	<u>46</u>
Truant	<u>307</u>
Cell phone	<u>41</u>
Theft	<u>1</u>
Vandalism	<u>1</u>
Leaving school grounds without permission	<u>4</u>
Inappropriate dress	<u>1</u>
Gross Misconduct	<u>9</u>
Unprepared for class	<u>41</u>
Failure to serve an office detention	<u>83</u>
Insubordination	<u>21</u>
failure to serve a teacher detention	<u>12</u>
Failed to serve a rescheduled detention	<u>7</u>
Snapped basketball rim	<u>4</u>
Excessive In-School Suspensions	<u>12</u>
inappropriate classroom behavior	<u>8</u>
Total Incidents	<u>993</u>

Extra-curricular

Our sports teams had a good spring. Our baseball team won the regional but lost 2-1 in the sectional to Illinois Luthern who ended up winning the state championship! The softball team won the regional and the sectional but again lost in the super-sectional 1-0. Congratulations to the girls on a great season. Also, Paige Griffin qualified for the state track meet in the 300 meter low hurdles for the 3rd year in a row. Great job Paige!!

ACT Results

We received the results from the ACT. The class of 2015 did something that hasn't been done since 2009. The class finished with a composite of 20, which is good for a trip to Dozer field in Peoria to watch a professional ballgame. I am looking to take the class Saturday , August 22, to Peoria.

Class of 2015 results

English	Math	Reading	Science	Composite
19.4	19.8	20.6	19.9	20

Subject	College Readiness	# of students who met
English	18	38/65 = 58%
Math	22	24/65 = 37%
Reading	22	28/65 = 43%
Science	23	22/65 = 34%

Student Handbook Revisions

- Pg 1 updates to the school calendar
- Pg 2 Added daily schedule, 2:00 schedule, final exam schedule
- Pg.3 Remove accident insurance claims, and announcements
- Pg 3 Updates grading periods
- Pg 4 Update fund raising, freshman, sophomore, junior
- Pg.36 Under Alcohol, Controlled Substances, and look a-likes add electronic cigarettes
- Pg.40 Add Plagiarism
- Pg.43 #8 Students must be in attendance on Friday for dances held on Saturday.
- Pg.44 under school dances , 7 days in advance
- Pg.45 Under Eligibility for Athletics & Extracurricular Activities Add A student must be doing passing work in 5 of 6, or 6 of 7 academic subjects. Student athletes are required to pass 25 credit hours per

week. Subjects not counted toward eligibility are driver Education & Safety, and Physical Education. Passing 25 credit hours per week is determined by measuring a student's performance on a cumulative basis from the beginning of a semester through the date on which the check is made. Students must be eligible the previous semester to be eligible at all during the ensuing semester.

Pg.45 Under Attendance by 8:50 a.m.

Pg.50 Under Scholastic Standing Add 2. To remain eligible, a student may have no more than one failing grade in any academic subject. If a student receives a second failing grade, the student will then become academically ineligible. Academic ineligibility guidelines are as follows:

- a. During the first ineligibility period students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
- b. During the second ineligibility period students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
- c. During the third ineligibility period students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
- d. During the fourth ineligibility period the student athlete is dismissed from the team.

3. Academic ineligibility runs Monday through Saturday.

Pg.56 Add Technology Student Association (TSA) This club will allow students to explore the fields of science outside the classroom in different and exciting ways. Several group projects are done, such as the edible car contest and engineering day.

Pg.57 Service Learning

Pg.57 PC College Start

Pg.60 Add **If the situation occurs that a student receives an "A" in an unweighted class that will result in a detriment to the student's class standing, the student may have one or more "overloaded" classes exempted from GPA calculations if it is requested within three school days of report card distribution. All grades (even those exempted from GPA calculations) will remain as part of a student's official transcript.

Pg.68 Change Mrs. Campbell to Mrs. Davis

June Principal's Report From the Desk of Mrs. Cross

- Student Handbook – Please see the attached documents that were finalized this month. The first document is the revised PCPS Student Handbook. The same committee from last year assisted with the revisions and input that you will find in the 2014-15 handbook. There were fewer revisions this year because most of the concerns or changes were made last year.
- RtI Operations Manual – The second document is the PCPS Response to Intervention Operations Manual. This has been a document that the RtI Leadership Team worked over the course of this school year. There was a lot of input, discussion and research that occurred to get us to this point. We are very proud to present this work and the operations that will be implemented for the 2014-2015 school year. Credit for this hard work goes to: Betsy Kuehn, Ronda Vacca, Connie Hartman, Anita Ladage, Janet Schennum and Courtney Balestri (LEASE Coordinator). Without their assistance we would not have the understanding and direction that we need to take our RtI program to the next level for PCPS students.
- Recommendation – I am recommending Ronda Vacca to fill the vacancy of RtI Internal Coach for PCPS. Mrs. Vacca has a passion for working with students that learn differently, collaborating with colleagues and has the great ability to use and interpret data for the purposes outlined through the RtI process. She will make a great, caring addition to the PCPS/District RtI leadership team.

It is difficult to believe that we have completed yet another school year. This was my 20th year in education and my 2nd here at PCPS. I have truly enjoyed the professional opportunity I have been given to work here. The students, parents, administration, Board, community and staff have all been a part of my professional growth and I can honestly say I have loved this position. Thank you allowing me to lead our district's youngest building. It is a place of constant learning, problem-solving, improvement, high standards and most of all joy.

I hope you have a wonderful summer with friends and family!

With sincere appreciation for this outstanding opportunity...Ronda Cross



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

Carl B. Carlson - Principal
carlsonc@putnam.k12.il.us

Putnam County Junior High School
13183 North 350th Avenue
McNabb, Illinois 61335

“Where CHARACTER COUNTS!”
Phone (815) 882-2800 Ext. 3
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Board Report for June

June 12, 2014

The end of the school year has come and gone quickly. It now provides a chance for everyone to take a breath and reflect on the year as a whole. The next couple of weeks will be used to complete state reports and end of the year items. Also, a great deal of time will be spent planning and preparing for the upcoming 2014 - 2015 school year. We look forward to another great year next year.

The 8th grade graduation went very well. The new sound system paid huge dividends by being able to hear the speeches and award presentations. The teachers were involved in a day and a half training for the 1:1 Chromebook initiative. We utilized Mr. Newsome on the Institute Day for the morning to provide an overview on the new email system and basic Google information. On Friday, June 6th the staff was also involved in a full day training with Teri Rossman also on Chromebook and classroom applications. The trainings went great and the staff felt very relieved and excited about the classroom possibilities.

I am in the process of searching for an upper level math teacher to replace Mr. Burdette who moved to the high school. I have a decent applicant base and look to begin interviews next week. At this time, I do not know of any other staff changes for the upcoming school year. I will be providing an ISAT update in the fall once final numbers are completed.

The next school year will be here before we know it. It will be an exciting year with the 1:1 initiative, application of curriculum updates, MAP testing, implementation of the RtI Coaches in each building mainstreaming necessary interventions and data assessment. Again, all of this is very exciting. I would like to take this opportunity to thank each school board member for their support in the past and as we move forward continuously improving our school district. I hope everyone has a great summer!!

Please distribute to Board members and appropriate staff

ISSUE 85, May 2014

Update Memo

PRESS

Policy Reference Education Subscription Service

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Instructions

You are encouraged to share this **PRESS** Update Memo with all board members and appropriate staff. It may be viewed and downloaded from **PRESS Online**: iasb.com/policy/login.cfm. Subscribers are mailed the current password with each **PRESS** issue.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online** – the committee worksheets and the updated Policy Reference Manual pages. The committee worksheets show suggested changes to **PRESS** material (including administrative procedures and exhibits) by striking out deleted words and underscoring new words. The updated Policy Reference Manual pages contain all of the material in this **PRESS** issue; you can use them to update your district manuals.

This publication is designed to provide information only and is not a substitute for legal advice from the school board's legal counsel. If you have any questions, please contact Melinda Selbee, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1231, or Kimberly Small, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1226.

Safety Material Reorganized and Updated

Most of this **PRESS** issue concerns our material on **safety**. Over the past 10 years, the material on **safety** has grown quickly due to many new statutes plus lessons learned from tragic events. Our primary goal with this **PRESS** issue is to increase the ease of locating specific **safety** topics. We grouped similar topics together, added subheadings, and divided some pieces into smaller units. The bonus is that we also reduced redundancy. You can review this reorganization in the committee worksheet version of the table of contents for section 4, **Operational Services**. To quickly find a specific topic, you can use the manual's index, **PRESS Online** word search feature, table of contents, or contact any policy consultant or member of the office of general counsel – we always appreciate hearing from you!

Operational Services

► 4:60-AP3, Administrative Procedure - Criminal History Records Check of Contractor Employees.

NEW. This procedure uses an actor-action format to identify responsibilities for obtaining a fingerprint-based criminal history records check on each contractor's employee who will have direct, daily contact with one or more students. The procedure, among other things:

1. Requires the contractor to make its employees cooperate during the district's fingerprint-based criminal history records check and to reimburse the district for the cost.
2. Contains a sample paragraph (not legally mandated) for inclusion in a contract with any firm whose employee(s) will have direct, daily contact with one or more students. We moved this paragraph from policy 4:170, *Safety*, thinking that it was more appropriate in a procedure that implements policy 4:60,



Purchases and Contracts. We made a few minor edits to the paragraph.

- Addresses when to ask the regional superintendent to be responsible for obtaining a fingerprint-based criminal history records check and check of the Statewide Sex Offender Database.
- Addresses when to ask another Ill. school district for a copy of a contractor's employee's fingerprint-based criminal history records check.
- Addresses when to provide a copy of the fingerprint-based criminal history records check of a contractor employee to another school, school district, community college district, or private school.

► **4:100, Insurance Management.** The only change to this policy is the addition of an *optional* section on **Student Insurance**. It states:

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company.

We removed this section from policy 4:170, *Safety*, to keep insurance matters together.

► **4:110-AP3 (~~4:170-AP3~~), Administrative Procedure - School Bus Safety Rules.** We grouped administrative material concerning school bus safety with the transportation material to make it easier to find. Rather than accompanying policy 4:170, *Safety*, this material now accompanies policy 4:110, *Transportation*. We updated the school bus safety rules to include:

5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.

We also added links to additional school bus safety information for parents.

► **4:110-E, (~~4:170-AP1, E3~~) Exhibit - Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses.** See the explanation in 4:110-AP3, above, for the reason we moved and renumbered this exhibit. No other changes are made.

► **4:160, Environmental Quality of Buildings and Grounds.** The policy is unchanged. The Legal References and footnotes are significantly updated to, among other things, recognize that the Toxic Substances Disclosure to Employees Act (820 ILCS 255/) is inoperative and its implementing rules (56 Ill.Admin.Code

Part 205) were repealed. The Act adopts the federal Occupational Safety and Health Administration *Hazard Communication Standards* at 29 C.F.R. §1910.1200 (820 ILCS 255/1.5). Thus, school districts must follow the federal disclosure and training requirements. The Federal *Hazard Communication Standard* was amended in 2013 to align with the globally harmonized system of classification and labeling of chemicals. For information about this reclassification, see www.osha.gov/dsg/haz-com/index.html.

► **4:160-AP, Administrative Procedure - Environmental Quality of Buildings and Grounds.** The procedure's first section is significantly updated to reflect the changes in the law described in 4:160, above. The examples of hazardous materials are deleted, and a link to OHSA's material is inserted.

► **4:170, Safety.** This policy is significantly streamlined by the following edits:

- The requirements for a comprehensive safety and security plan are now contained in a vertical list, 1-5. This listing is intended to stress and clarify the plan's overarching requirements.
- The following topics are contained in separate sections:
 - **Safety and Security**
 - **School Safety Drill Plan**
 - **Automated External Defibrillator (AED)**
 - **Soccer Goal Safety**
 - **Unsafe School Choice Option**
 - **Emergency Closing**
 - **Annual Review** (describes the statutory requirement for each school board or its designee to conduct one annual review of each building's emergency and crisis response plan and comply with the safety drill program)
- The section on "Convicted Child Sex Offender and Notification Laws" is deleted and the topic is moved to a new policy 4:175, *Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications*. We moved this material to its own policy to make it easier to find.
- The sample paragraph for any contract with a firm whose employee(s) will have direct, daily contact with one or more students is removed and put into a new administrative procedure, 4:60-AP3, *Criminal History Records Check of Contractor Employees*. We moved this sample paragraph believing it was more administrative in nature and more closely associated with contract management than safety.
- The section on "Student Insurance" is deleted and moved to 4:100, *Insurance Management*. We moved this section believing it was more closely associated

with insurance management than safety.

6. The list of material that was “Incorporated by Reference” is deleted because we believe that action is unnecessary.
7. Legal References and Cross References are updated.

► **4:170-AP1, Administrative Procedure - Comprehensive Safety and Crisis Security Program Plan.** Rewritten.

This procedure describes the manner in which the district and its school(s) organize and implement their safety and security efforts. It follows the recommendations in the *Guide for Developing High-Quality School Emergency Operations Plans* (2013), produced by a collaboration of federal agencies. Its sections are organized A-K, and are described below:

- A. Safety- and Security-Related Administrative Procedures and Forms.** This section contains a nonexclusive list of 29 pieces of administrative material on school safety and security that may be implemented under this plan.
- B. Definitions.** Some of the frequently used acronyms and other terms are defined in this section.
- C. District Safety Coordinator and Safety Team; Responsibilities.** The district’s safety and security efforts are managed by a District Safety Coordinator, appointed by the superintendent. The superintendent also appoints members of the Safety Team for each school or facility. The District Safety Coordinator and Safety Team develop, implement, and maintain an Emergency Operations Plan (EOP) for each school. This section contains the objectives for the EOP(s).
- D. Safety Team Meetings.** This section suggests agenda items for Safety Team meetings. It requires the Safety Team to annually request first responders and the board attorney to review and provide input to the EOP(s).
- E. Annual Safety Review.** The District Safety Coordinator facilitates the annual safety review meeting conducted by the school board or its designee. If the school board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit.
- F. School Safety Drill Plan.** This section describes the legal requirements in the School Safety Drill Act.
- G. School Emergency Operations Plan (School EOP).** This section describes the process for the Safety Team’s development and maintenance of the school EOP.
- H. Material to Be Included in Each School EOP.** The Safety Team must annually gather or renew the material described in this section (1-16) for inclusion

in the school EOP.

- I. Managing Communications During and About an Emergency or Crisis.** The District Safety Coordinator is responsible for compiling information and preparing communications concerning an emergency or crisis. This section provides objectives for these communications. It also states that the spokesperson shall follow best practices for spokespersons during an emergency or crisis and receive training on public relations. It says that the board attorney serves as a resource to the spokesperson.
- J. Required Notices.** This section contains the State law requirements for notices concerning firearms, drug-related incidents, and attacks on staff members on school grounds.
- K. Resources.** This section lists resources with their web links.

Attachment - School Emergency Operations Plan Format. The Attachment contains the items in an EOP’s basic plan, functional annexes, and threat- or hazard-specific annexes.

► **4:170-AP2, Administrative Procedure - Routine Communications Concerning Safety and Security.**

Number reassigned; **NEW** procedure. The former content – *Criminal Offender Notification Laws* – is now 4:175-AP1. The new procedure lists the title and purpose for 31 routine communications that are an integral part of the district’s coordinated communication system. We included the legal reference for each communication that has a genesis in State law.

► **4:170-AP2, E1 (4:170-AP1, E4), Exhibit - Letter to Parents/Guardians Regarding Student Safety.** Number reassigned. Its content is edited to match 4:170-AP1, *Comprehensive Safety and Security Plan* (above).

► **4:170-AP2, E2 (4:170-AP1, E5), Exhibit - Letter to Parents/Guardians Regarding Educational Programs About the Dangers of Underage Drinking.** Number reassigned. Only minor edits are made to enhance clarity.

► **4:170-AP2, E3, Exhibit - Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers.** **NEW.** School administrators may modify this exhibit with their own content. It is meant to be a *real time* partnership communication from school administrators to parents/guardians in response to potentially disruptive or dangerous trending social media apps and issues.

A recent example of a social media app disrupting school environments occurred with an app called *YikYak* in the Eastern United States and Chicagoland. In

response to these disruptions, the creators of YikYak developed *geofences* around nearly 85% of our nation's school buildings.

Do you want a geofence around your school?

News that Chicago-area high school students were using the cell phone app called YikYak to cyberbully caused YikYak's creators to block the entire city of Chicago from using the app. Then they spent an entire day manually, and painstakingly, applying "geofences" (virtual geographic perimeters) around every school in Chicago by using the schools' GPS coordinates. This effectively blocked students from using YikYak when on or near a school property. You may request a geofence from the YikYak Social Media App by following directions at http://yikyakapp.com/?page_id=276.

► **4:170-AP5, Administrative Procedure - Unsafe School Choice Option.** We reviewed this procedure as part of our commitment to review each piece of PRESS material at least once every five years. Only weblinks and dates are changed.

► **4:170-AP6, Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED.** This procedure is updated to remove dates that have passed.

► **4:170-AP6, E2, Exhibit - Notification to Staff and Parents/Guardians of CPR and AED Video.** NEW. Pursuant to P.A. 98-305, this exhibit informs staff and parents that the Ill. High School Association has posted a hands-only cardiopulmonary resuscitation and automated external defibrillator training video on its website.

► **4:170-AP7, Administrative Procedure - Targeted School Violence Prevention Program.** The procedure is updated with minor edits that align with 4:170-AP1, *Comprehensive Safety and Security Plan* (above).

► **4:170-AP8, Administrative Procedure - Movable Soccer Goal Safety.** The procedure now references the Ill. Dept. of Public Health's assistance materials found at www.idph.state.il.us/soccer_goal_safety/index.htm. Outdated resources are deleted.

► **4:175, Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications.** NEW. This topic was formerly covered in policy 4:170, *Safety*. We added the following section to serve as the central requirement concerning criminal background checks and screens:

Criminal Background Check and/or Screen

The Superintendent or designee shall perform the criminal background check and/or screen required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more child; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

The footnote to this section references procedure 4:175-AP1 (*Criminal Offender Notification Laws; Screening*); policy 5:30 (*Hiring Process and Criteria*); procedure 5:30-AP2 (*Investigations*); policy 6:250 (*Community Resource Person and Volunteers*); and procedure 6:250-AP (*Securing and Screening Resource Persons and Volunteers*).

As described in 4:170 above, the sample paragraph for a contract with a firm whose employee(s) will have direct, daily contact with one or more students is moved to a new administrative procedure, 4:60-AP3, *Criminal History Records Check of Contractor Employees*.

► **4:175-AP1 (~~4:170-AP2~~), Administrative Procedure - Criminal Offender Notification Laws; Screening.** Renumbered and renamed. The following edits are made:

1. A section heading is added: **Laws Protecting Students on School Grounds**. Only minor edits are made to the section. The cross reference to ~~4:170, Safety~~ is changed to 4:175, Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications, or 4:60-AP3, Criminal History Records Check of Contractor Employees, depending on the topic.
2. The second section, **Receipt of Information from Law Enforcement**, is unchanged.
3. The third section, **Informing Staff Members and Parents/Guardians About the Law**, was formerly this procedure's final section. With the exception of minor edits and the correction of a cross reference, it is unchanged.
4. The fourth section, **Screening Individuals Who Are Likely to Have Contact with Students at School or School Events**, is rewritten. This section requires the superintendent or building principal to perform the screening requirements described for employees and student teachers; students doing field or clinical experience other than student teaching; volunteers; contractor employees; and individuals in the proximity of a school. This section cross references 5:30-AP2, *Investigations*, for details concerning a fingerprint-based criminal history records check.

- ▶ **4:175-AP1, E1, (4:170-AP2, E1) Exhibit - Informing Parents/Guardians About Offender Community Notification Laws.** The only changes to this exhibit are its new number and name.

Personnel

- ▶ **5:280, Educational Support Personnel - Duties and Qualifications.** The policy is updated to comply with ISBE rule changes. Except as provided in ISBE rule §1.630, all new applicants for a paraprofessional credential must hold an educator license with stipulations endorsed for a paraprofessional educator (23 Ill.Admin.Code §§1.630 and 25.510). The policy's section on paraprofessionals states: "Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE)." A footnote contains the weblink to ISBE's explanation of paraprofessional licensure requirements.

Some districts use the term *teacher aide*. A footnote explains:

A district may continue to use the term *teacher aide* to describe licensed personnel performing instructional support activities. In that situation, use the following alternative for the subhead and first paragraph:

Paraprofessionals and Licensed Teacher Aides

Paraprofessionals and licensed teacher aides provide supervised instructional support. Personnel performing instructional support activities must hold a current educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

If a district uses teacher aides to perform non-instructional support activities, *unlicensed teacher aides* may be inserted in the subhead for next section as follows: "Noncertificated and Unlicensed Personnel (Including Unlicensed Teacher Aides) Working with Students and Performing Non-Instructional Duties."

Instruction

- ▶ **6:150, Home and Hospital Instruction.** The policy is updated to cite 23 Ill.Admin.Code §1.520. The rule addresses home and hospital instruction for students who have not been identified for special education services.

Students

- ▶ **7:190-AP7, Administrative Procedure - Student Discipline Guidelines.** NEW This procedure was prepared by **Maryam Brotine**, attorney with Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. Maryam practices education law focusing in the areas of special education and students' rights. IASB gratefully acknowledges this excellent contribution to the **PRESS** material.

On Jan. 8, 2014, two U.S. Departments issued a joint *Dear Colleague* letter concerning nondiscriminatory administration of school discipline. Those Departments are the Civil Rights Division of the U.S. Dept. of Justice and the Office for Civil Rights of the U.S. Dept. of Education. Their letter contains guidance to "help public elementary and secondary schools administer student discipline in a manner that does not discriminate on the basis of race." It is available at www2.ed.gov/about/offices/list/ocr/letters/colleague-201401-title-vi.pdf.

The letter explains that students of certain racial or ethnic groups tend to be disciplined more than their peers, based on nationwide data. The letter describes how federal law prohibits school districts from discriminating in the administration of student discipline based on certain personal characteristics. The Departments' investigation and enforcement processes are described, putting school districts on notice to be vigilant on this issue.

The Departments urge school districts to establish a system for: (1) monitoring all disciplinary referrals to detect patterns that bear further investigation, and (2) training staff to administer student discipline in a nondiscriminatory manner. Our new procedure, 7:190-AP7, *Student Discipline Guidelines*, is intended to help districts establish this system. Once again, thank you Maryam Brotine!

- ▶ **7:250, Student Support Services.** The policy is updated in the spirit of continuous improvement. The term *head lice* has been deleted from the policy as a *disease* because head lice are not known to transmit any disease and therefore are not considered a health hazard (see Centers for Disease Control's website at www.cdc.gov/parasites/lice/head/disease.html).

- ▶ **7:250-AP1, Administrative Procedure - Measures to Control the Spread of Head Lice at School.** The procedure now aligns with recent research findings about excluding students with head lice from school. Many studies show that students who are excluded from buildings with "no nit" rules miss too much school. The procedure provides more detailed information for schools to provide parents/guardians of students with head lice. It also lists resources to help school officials determine whether they wish to implement a "no nit" rule.

Progress Report: The contents of this table frequently change.

Topics	Our Response
<p>Medical reviews are a component of the evaluation process used to assess students' eligibility for special education services. In 2010, ISBE adopted rules to expand the list of practitioners who were deemed qualified to conduct medical reviews. In 2012, ISBE amended that rule to, in part, limit to certified school nurses (CSNs) the authority to make recommendations concerning any educational accommodations, modifications, or interventions that a student may need. This rule had a delayed effective date of one year, to July 2013. After hearing concerns from school districts that they lack CSNs to perform these services, ISBE again proposed a rule amendment. This amendment will delay the rule's implementation until July 1, 2015 and makes other important changes to the medical review process.</p>	<p>We will amend relevant PRESS material to note this rule change after the rule is effective.</p>
<p>Local Debt Recovery Act</p>	<p>We will amend relevant PRESS material in the next issue and discuss the status of this law's implementation.</p>
<p>P.A. 97-1102 created the Enhance Physical Education Taskforce (EPETF). Its purpose is to:</p> <ol style="list-style-type: none"> 1. Make recommendations to the Governor and the General Assembly for the Illinois Learning Standards for Physical Development and Health based upon research in neuroscience that impacts the relationship between physical activity and learning; and 2. Promote and recommend enhanced physical education programs that districts can integrate with a broader wellness strategy and health curriculum in elementary and secondary schools. <p>In August, 2013, the Task Force submitted its recommendations to the Governor and the General Assembly on Goals 19-24 of the Illinois Learning Standards for Physical Development and Health. The Task Force focused on updating the standards based on research in neuroscience that impacts the relationship between physical activity and learning. For more information, see www.isbe.net/EPE/html/EPETF.htm.</p>	<p>We will amend PRESS materials if the General Assembly enacts laws based upon this report's recommendations.</p>

Revisions to Policies, Administrative Procedures and Exhibits

Number and Title	Action <i>The memo describes the revisions.</i>
4:60-AP3, Administrative Procedure - Criminal History Records Check of Contractor Employees	NEW. Procedure identifies responsibilities for obtaining a fingerprint-based criminal history records check on each contractor's employee who will have direct, daily contact with one or more students.
4:100, Insurance Management	Policy is updated to include a new section on Student Insurance .
4:110-AP3 (4:170-AP3), Administrative Procedure - School Bus Safety Rules	Procedure is renumbered to keep it with material on transportation and otherwise edited.
4:110-E, (4:170-AP1, E3) Exhibit - Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses	Exhibit is renumbered to keep it with material on transportation.
4:160, Environmental Quality of Buildings and Grounds	Policy is unchanged. The footnotes and legal references are significantly revised.
4:160-AP, Administrative Procedure - Environmental Quality of Buildings and Grounds	Procedure is updated.
4:170, Safety	Policy, footnotes, legal references, and cross references are revised.
4:170-AP1, Administrative Procedure - Comprehensive Safety and Crisis Security Program Plan	Renamed and rewritten.
4:170-AP2, Administrative Procedure - Routine Communications Concerning Safety and Security	NEW. Procedure identifies and describes routine communications.
4:170-AP2, E1 (4:170-AP1, E4), Exhibit - Letter to Parents/Guardians Regarding Student Safety	Exhibit is renumbered and edited.
4:170-AP2, E2 (4:170-AP1, E5), Exhibit - Letter to Parents/Guardians Regarding Educational Programs About the Dangers of Underage Drinking	Exhibit is renumbered and edited.
4:170-AP2, E3, Exhibit - Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers	NEW. Exhibit describes social media apps that have been disruptive to school settings across the country.
4:170-AP5, Administrative Procedure - Unsafe School Choice Option	Procedure's weblinks and dates are updated.
4:170-AP6, Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED	Procedure updated to remove dates that have passed.
4:170-AP6, E2, Exhibit - Notification to Staff and Parents/Guardians of CPR and AED Video (98-305)	NEW. Exhibit informs staff and parents about a training video on the IHSA website.
4:170-AP7, Administrative Procedure - Targeted School Violence Prevention Program	Procedure nonsubstantively edited.
4:170-AP8, Administrative Procedure - Movable Soccer Goal Safety	Procedure edited to reflect new resource.
4:175, Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications	NEW. The provisions in this policy were formerly in 4:170, <i>Safety</i> .

Revisions to Policies, Administrative Procedures and Exhibits *continued*

Number and Title	Action The memo describes the revisions.
4:175-AP1 (4:170-AP2), Administrative Procedure - Criminal Offender Notification Laws; <u>Screening</u>	Procedure is renumbered, renamed, and edited.
4:175-AP1, E1, (4:170-AP2, E1) Exhibit - Informing Parents/ <u>Guardians</u> About Offender Community Notification Laws	Exhibit is renumbered and renamed.
5:280, Educational Support Personnel - Duties and Qualifications	Policy and footnotes are updated.
6:150, Home and Hospital Instruction	Policy and footnotes are updated.
7:190-AP7, Administrative Procedure - Student Discipline Guidelines	NEW. Procedure implements guidance from the federal government.
7:250, Student Support Services	Policy is updated.
7:250-AP1, Administrative Procedure - Measures to Control the Spread of Head Lice at School	Procedure is updated.

Acknowledgement to PRESS Advisory Board

Before each **PRESS** issue is published, a group of distinguished individuals provides input and suggestions. We appreciate their contributions and thank them sincerely.

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DRAFT UPDATE

Operational Services

Insurance Management

The Superintendent shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.
4. Employee insurance programs.

Please refer to the following current agreement:

Collective Bargaining Agreement Between the Putnam County Education Association, IEA-NEA, and the Board of Education, Putnam County Community Unit School District 535.

Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company.

Commented [AP1]: This material has been relocated from policy 4:170, *Safety*, to keep insurance matters together. This section is optional.

Issue 85, May 2014

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.
105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
215 ILCS 5/
750 ILCS 75/
820 ILCS 305/.

ADOPTED: December 17, 2012

DRAFT UPDATE

Putnam County Community Unit School District 535

4:160

Operational Services

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

The Superintendent or designee shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

LEGAL REF.: 29 C.F.R. ~~Part~~§1910.1030, [Occupational Exposure to Bloodborne Pathogens](#), as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.300(c).
[29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards](#), as adopted by 820 ILCS 255/1.5, [Toxic Substances Disclosure to Employees Act](#).
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/10-20.17a; 5/10-20.48; 135/; and 140/, Green Cleaning School Act.
225 ILCS 235/, Structural Pest Control Act.
415 ILCS 65/, Lawn Care Products Application and Notice Act.
820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)
23 Ill.Admin.Code §1.330, ~~Hazardous Toxic Materials Training~~.
~~56 Ill.Admin.Code Part 205, Toxic Substances Disclosure To Employees.~~

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED: [March 15, 2010](#)

Commented [AP1]: This policy is unchanged. The Legal References are significantly updated to recognize that the Toxic Substances Disclosure to Employees Act is inoperative and its impending rules were repealed. Therefore, school districts must follow the federal disclosure and training requirements set forth in the Occupational Safety and Health Administration *Hazard Communication Standards*.

Issue 85, May 2014

DRAFT UPDATE

Putnam County Community Unit School District 535

4:170

Operational Services

Safety

Safety Program and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop and implement, and maintain a comprehensive safety and crisis security 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; that includes, without limitation:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill program; tornado protection; instruction plan;
4. Instruction in safe bus riding practices; emergency aid; post crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. The term "physical fitness facility" excludes any activity or program organized by a private or not-for-profit organization and organized and supervised by a person or persons other than the employees of the school.
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During each every academic year, each school building that houses school children must shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

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

The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan, with the participation of the appropriate law enforcement agency. This drill may be conducted on days and times that students are not present in the building.

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

Commented [AP1]: This policy is significantly streamlined.

Issue 85, May 2014

Commented [AP2]: Update 1: The requirements for a comprehensive safety and security plan are now contained in a vertical list in order to stress and clarify the comprehensive safety and security plan's overarching requirements.

Issue 85, May 2014

Commented [AP3]: Update 2: Subheading added to make this material easier to find.

Issue 85, May 2014

Commented [AP4]: Update 3: Each indoor and outdoor physical fitness facility serving at least 100 individuals must "adopt and implement a written plan for responding to medical emergencies that occur at the facility during the time that the facility is open for use by its members or by the public." See the statute and administrative rules for other numerous mandates: 210 ILCS 74/; 77 Ill.Admin.Code Part 527. See also 4:170-AP6, *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED.*

Issue 85, May 2014

DRAFT UPDATE

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of ~~moveable~~movable soccer goals by requiring that they be properly anchored.

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 meets either of the following two exceptions:

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

~~If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.~~

~~The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.~~

~~All contracts with the School District that may involve an employee or agent of the contractor having direct, daily contact with a student, shall contain the following:~~

~~The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, amended by P.A.s 97-248 and 97-607, or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. The contractor shall make every employee who will be sent to any school building or school property available to the District for the purpose of submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any employee or agent is sent to any school building or school property. The contractor will reimburse the District for the costs of the checks. The District must also provide a copy of the report to the individual employee, but is not authorized to release it to the contractor. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the~~

Commented [AP5]: Update 4: Subheading added to make this material easier to find.

Issue 85, May 2014

Commented [AP6]: This section's content has been relocated to new policy 4:175, *Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications*, in order to make it easier to find.

Issue 85, May 2014

Commented [AP7]: The sample paragraph for any contract with a firm whose employees will have contact with one or more students has been relocated to new administrative procedure 4:60-AP3, *Criminal History Records Check of Contractor Employees*, because it is more closely related to contract management than safety.

Issue 85, May 2014

DRAFT UPDATE

~~Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry.~~

~~If the District receives information that concerns the record of conviction as a sex offender of any employee of a District contractor, the District will provide the information to another school, school district, community college district, or private school that requests it.~~

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Student Insurance

~~The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.~~

Commented [AP8]: The section on Student Insurance was relocated to policy 4:100, *Insurance Management*, because it is more closely related to insurance management than safety.

Issue 85, May 2014

Emergency Closing

The Superintendent is authorized to close ~~the schools~~school(s) in the event of hazardous weather or other ~~emergencies~~emergency that ~~threaten~~threatens the safety of students, staff members, or school property.

Annual Review

~~The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.~~

Commented [AP9]: Update 5: State law requires each school board or its designee to conduct one annual meeting at which it reviews each building's emergency and crisis response plan, protocols, and procedures, and each building's compliance with the school safety drill plan. The statutes 105 ILCS 128/25 and 128/30 contain detailed requirements. ISBE's website contains an annual review checklist and report at www.isbe.net/safety/guide.htm.

Issue 85, May 2014

DRAFT UPDATE

LEGAL REF.: [105 ILCS 5/10-20.2, 5/18-12, 5/18-12.5, and 128/](#)
[210 ILCS 74/ Physical Fitness Facility Medical Emergency Preparedness Act,](#)
[Adam Walsh Child Protection and Safety Act, P.L. 109-248,](#)
[Uniform Conviction Information Act, 20 ILCS 2635/](#)
[105 ILCS 5/10-20.28, 5/21B-80, 5/10-21.9, and 128/](#)
[Physical Fitness Facility Medical Emergency Preparedness Act, 210 ILCS 74/](#)
[III. Vehicle Code, 625 ILCS 5/12-813.1,](#)
[Criminal Code of 2012, 720 ILCS 5/11-9.3,](#)
[Unified Code of Corrections, 730 ILCS 152/101 et seq.](#)

CROSS REF.: [4:110 \(Transportation\), 4:175 \(Convicted Child Sex Offender; Criminal](#)
[Background Check and/or Screen; Notifications\), 4:180 \(Pandemic](#)
[Preparedness\), 5:30 \(Hiring Process and Criteria\), 6:190 \(Extracurricular and Co-](#)
[Curricular Activities\), 6:250 \(Community Resource Persons and Volunteers\),](#)
[7:220 \(Bus Conduct\), 7:300 \(Extracurricular Athletics\), 8:30 \(Visitors to and](#)
[Conduct on School Property\), 8:100 \(Relations with Other Organizations and](#)
[Agencies\)](#)

ADOPTED: [May 20, 2013](#)

MATERIAL RELOCATED FROM POLICY 4:170

4:175

Operational Services

Convicted Child Sex Offender; Criminal Background Check and Notification Laws/or Screen; Notifications

Persons Prohibited on School Property without Prior Permission

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 meets either of the following two exceptions:

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

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Criminal Background Check and/or Screen

The Superintendent or designee shall perform the criminal background check and/or screen required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

Commented [AP1]: These topics were formerly covered in policy 4:170, *Safety*.

Issue 85, May 2014

Commented [AP2]: This section was added to serve as the central requirement concerning criminal background checks and screens.

Issue 85, May 2014

LEGAL REF.: 20 ILCS 2635/, Uniform Conviction Information Act.
720 ILCS 5/11-9.3.
730 ILCS 152/, Sex Offender Community Notification Law.
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

DRAFT UPDATE

Putnam County Community Unit School District 535

5:280

Educational Support Personnel

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to School Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals and Teacher Aides

~~Paraprofessionals and teacher aides are noncertificated personnel with provide supervised instructional duties; the terms are synonymous: support. Service as a paraprofessional or teacher aide requires a statement of approval issued an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE), unless the individual holds any certificate indicative of completion of at least a bachelor's degree or a provisional vocational certificate, is completing an approved clinical experience, and/or is student teaching.)~~

~~A paraprofessional or teacher aide in a targeted assistance program that is paid with federal funds under Title I, Part A, or in a school-wide program that is supported with such funds, shall hold a "statement of approval," issued by the ISBE, for this purpose.~~

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals ~~or teacher aides~~, and the requirements in this section do not apply. In addition, individuals ~~who are~~ completing their clinical experiences and/or student teaching do not need to comply with this section, provided ~~they~~ ~~their service~~ otherwise ~~qualify for instructional duties under~~ ~~complies with~~ ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated ~~and unlicensed~~ personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Commented [AKL1]: This policy is updated to comply with ISBE rule changes. Except as provided in ISBE rule §1.630, all new applicants for a paraprofessional credential must hold an educator license with stipulations endorsed for a paraprofessional educator (23 Ill.Admin.Code §§1.630 and 25.510).

If the district would like to use the term *teacher aide*, see the Update Memo for optional language and include district edits with the PRESS Plus Response Form.

Issue 85, May 2014

DRAFT UPDATE

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.: No Child Left Behind Act of 2001, 20 U.S.C. §6319(c).
34 C.F.R. §§200.58 and 200.59.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.
23 Ill.Admin.Code §§[1.630](#) and [25.510-25.520](#).

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: [June 27, 2012](#)

DRAFT UPDATE

Instruction

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education ~~rules~~ governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. 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 (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, 5/18-4.5, and 5/18-8.05.
23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: ~~December 19, 2011~~

Commented [AKLI]: This policy is updated to cite 23 Ill.Admin.Code §1.520. The rule addresses home and hospital instruction for students who have not been identified for special education services.

Issue 85, May 2014

DRAFT UPDATE

Putnam County Community Unit School District 535

7:250

Students

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 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.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

ADOPTED: June 27, 2012

Commented [AKL1]: The policy is updated in the spirit of continuous improvement. The term *head lice* has been deleted from the policy as a *disease* because head lice are not known to transmit any disease and therefore are not considered a health hazard (see Centers for Disease Control's website at www.cdc.gov/parasites/lice/head/disease.html).

Issue 85, May 2014

Recommendation to Approve the Reimbursable Mileage Rate

As superintendent, I recommend the approval of the reimbursable mileage rate at 56 cents, the State reimbursement rate.

Rationale

It is recommended that we change our current mileage rate to the recommended State rate of 56 cents per mile. We will calculate the amount of miles that were reimbursed this past year, and we will include the increase in our upcoming budget.

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

Full price students

BREAKFAST

LUNCH

Primary	\$1.05	no increase	\$1.80	to	\$1.90
Elementary	\$1.05	no increase	\$1.80	to	\$1.90
Junior High	\$1.20	no increase	\$2.00	to	\$2.10
High School	\$1.30	no increase	\$2.00	to	\$2.10
Extra milk	\$0.30	to \$0.35	\$0.30	to	\$0.35
Adult/employee lunches	\$1.80	no increase	\$2.20	to	\$2.40

6/12/2014

PREVAILING WAGE RESOLUTION

Whereas, the State of Illinois has enacted “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works,” approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993) formerly Ill. Rev. Stat., Ch.48, par.39s-1 et seq. And

Whereas, the aforementioned Act requires that the Putnam County Community Unit School District 535 of Putnam County investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Putnam County employed in performing construction of public works, for said Putnam County Community Unit School District 535.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT OF THE BOARD, OF PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT 535:

Section 1: To the extent and as required by an Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by any one under contract for public works, approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the Putnam County Community Unit School District 535 is hereby ascertained to be the same as the prevailing rate of wages for construction work in Putnam County area as determined by the Department of Labor of the State of Illinois as of June, 2007, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department’s June determination and apply to any and all public works construction undertaken by the Putnam County Community Unit School District 535. The definition of any terms appearing in this Ordinance which are also in aforesaid Act shall be the same as in the Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Putnam County Community Unit School District 535 to the extent required by the aforesaid Act.

Section 3: The Putnam County Community Unit School District 535 shall publicly post or keep available for inspection by any interested party in the main office of the Putnam County Community Unit School District 535 this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect to all contract specifications.

Section 4: The Putnam County Community Unit School District 535 shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such raises.

Section 5: The Putnam County Community Unit School District 535 shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

Section 6: The Putnam County Community Unit School District 535 shall cause to be published in a newspaper of general circulation within the area a notice that this Resolution has passed and is available for inspection.

Passed this 16th day of June 2014.

Approved:

School Board President

Seal

Attest:

School Board Secretary

Recommendation to Approve Prevailing Wage Resolution

As superintendent, I recommend the approval of the 2014/2015 Prevailing Wage Resolution. (Please refer to attached document.)

Rationale

This is an annual requirement that we pass each fiscal year.

District Goal

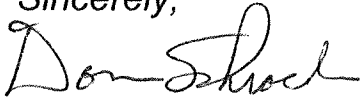
Improve communication among all stakeholders in the Putnam County School District and communities.

North Central Illinois Milk Distributors
P.O. Box 115
Peru, IL 61354
(815) 223-1750

TO WHOM IT MAY CONCERN:

Please find enclosed milk bids for 2014-15 school year. Also find escalator clause forms. Coolers are included in bid pricing.

Sincerely,



*Donn Schroeder
North Central Illinois Milk Distributors*

**North Central Illinois Milk Distributors
P.O. Box 115
Peru, IL 61354
815-223-1750**

Putnam County School District #535

MILK BID FOR 2014-2015
Based on 5/2014 cwt

PRODUCT DESCRIPTION	COST PER UNIT	
	X Firm Bid	Escalator Bid
1/2 PINT SKIM CHOCOLATE	0.3150	0.2850
1/2 PINT 1%WHITE	0.3100	0.2800
1/2 PINT 2% WHITE	0.3150	0.2850

Thank You for this bid opportunity



Donn Schroeder
North Central Illinois Milk Dist.

**Distributors of Prairie Farms
Dairy products**
"From our farms to you"

PRAIRIE FARMS DAIRY, INC.
2004 N. University St.
Peoria, IL 61604-3103



TEL: 309-686-2400
FAX: 309-686-3788

Milk Escalator / De-Escalator Pricing Clause

The pricing quoted is based on the current month's (May 2015) Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and changes in over order premium charges.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$.0005.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate and re-sale products. Supporting documentation will be supplied upon request. Please note that Prairie Farms Dairy will not be held liable for any product losses due to any act of God (i.e.; weather, loss of power, etc.).

All price changes will become effective on the 1st day of the month following the price announcement.

Thank you for the opportunity to bid on your business.

**North Central Illinois Milk Distributors
P.O. Box 115
Peru, IL 61354**

To Whom It May Concern:

The following products are certified to contain sufficient cream to guarantee a minimum butterfat content of:

3.25% for Homogenized

2% for 2% Low fat Milk

3.25% for Regular Chocolate Milk

2% for 2% Low fat Chocolate Milk

1% for 1% Low fat Chocolate Milk

Vitamins A and D are added to compensate for any loss due to pasteurization. All Prairie Farms dairy products are processed and bottled according to Federal, State, and Interstate Milk Shipper regulatory requirements.

**Prairie Farms Dairy
Dubuque, IA**

Recommendation to Approve Milk Bid for FY15

As superintendent, I recommend approval of the Firm Bid (attached) for the Fiscal Year 15 from North Central Illinois Milk Distributors.

Rationale

As you will note, the firm bid on the attached sheet represents a marked difference from the escalator bid. However, milk prices are predicted to rise, and....with the firm bid, we can budget that amount and know that it will remain stable for the year. Last year, the firm bid price for ½ pint of 2% white milk was 0.2900. This coming school year, it will be 0.3150.

Ann Lamboley and I are also recommending to raise the milk price for students by 5 cents a carton, thus covering most of our increased expenditure. (30 to 35 cents) We will recommend raising lunch prices to \$2.10 (from \$2.00) at the junior high and high school; \$1.90 (from \$1.80) at the elementary school; \$1.90 (from \$1.80) at the primary school. This recommendation results from our end of the year budget figures. The above figures are in the same range as other area schools.

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

COUNTRY Insurance & Financial Services

CC SERVICES, INC. - Brokerage

P O Box 2020

Bloomington, Illinois 61702-2020

Phone: (309) 821-2926

Fax: (309) 821-3004

DATE: 5/29/2014

TO: Matt Hostetter #11925

RE: Alex Rolando/Putnam County CUSD #535
105150538: \$8 Million

RENEWAL DATE	COMPANY	PREMIUM
07/01/2014	Travelers	

Premium Due: \$8,071.00

_____ Please renew; premium as shown above is included payable to CC Services, Inc.,

_____ Check here and return if renewal is not desired

Thank You,

Peggy Kleckner *CPCU, FLMI*
Brokered Insurance Solutions

Recommendation to Approve the Treasurer's Bond for FY15

As superintendent, I recommend approval of the premium of \$8,071.00 for the Treasurer's Bond for Alex Rolando as Treasurer of Putnam County CUSD 535.

Rationale

This action will provide \$8 million dollars of coverage for our district. Of course, with a budget of approximately \$10 million dollars, this is prudent to have this coverage.

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.



FINANCIAL

PREMIUM COMPARISON FOR PUTNAM COUNTY C.U.S.D. #535

	2009	2010	2011	2012	2013	2014
Property Coverage						
\$1000 Deductible	\$20,904	\$21,905.00	\$26,579.00	\$33,649.00	\$38,199.00	\$36,973.00
Crime Coverage	\$83.00	\$83.00	\$102.00	\$101.00	\$105.00	\$105.00
General Liability Coverage	\$5,139.00	\$5,916.00	\$4,352.00	\$4,668.00	\$5,382.00	\$8,136.00
Inland Marine Coverage	\$147.00	\$147.00	\$215.00	\$235.00	\$185.00	\$185.00
Equipment Breakdown Coverage	\$6,092.00	\$7,468.00	\$5,485.00	\$5,485.00	Inc.	
Total Annual Premium	\$32,665.00	\$35,519.00	\$36,733.00	\$38,653.00	\$43,871.00	\$45,399.00
Automobile Liability	\$7,845.70	Incl	Incl	\$5,383.00	\$6,146.00	\$6,311.00
Worker's Compensation	\$21,026.00	\$23,827.00	\$24,636.00	\$28,563.00	\$29,291.89	\$30,016.00
Umbrella Liability	\$2,554.00	\$2,538.00	\$2,595.00	\$2,628.00	\$2,862.00	\$3,010.00
Educators Legal Liability	\$3,687.00	\$3,123.00	\$3,752.00	\$3,752.00	\$3,752.00	\$3,752.00
Treasurers Bond	\$5,968.00	\$5,968.00	\$7,687.00	\$7,687.00	\$8,071.00	\$8,071.00
Total Outlay	\$66,100.00	\$70,975.00	\$75,403.00	\$86,666.00	\$93,993.89	\$96,559.00



CC Services, Inc. – Brokerage Insurance Solutions
PO Box 2020
Bloomington, IL 61702-2020
(866)434-3458

INVOICE

Date: 05/14/2014

Agent: Matt Hostetter, #11925

Re:

Putnam County CUSD # 535
105295817

\$225,000 total fidelity bond - 7 positions @ \$25,000/1position @ \$50,000

RENEWAL DATE	COMPANY
7/1/2014	Travelers Property Casualty

Premium Due: 858.00 annual

- Please renew; premium as shown above is included payable to CC Services, Inc.
- Check here and return if renewal is not desired.

In addition to the renewal premium, please provide the information requested below as indicated by an "x".

- Application completed and signed as indicated.
- Other _____

THIS IS YOUR ONLY NOTICE



QUOTATION

Date: 5/23/2014 Producer Information: Apex Insurance Services 201 Concourse Boulevard Glen Allen, VA 23059 Attn: Lisa Wilton Fax:	Submitted Risk Information: Putnam County Community Unity School District #535 400 E Silverspoon Granville, IL 61326
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We are pleased to offer this quotation based on the information submitted. The policy forms and endorsements quoted may not be standard industry forms. These forms are available for your review. The terms and conditions offered may differ from your prior policy and from what you requested in your submission.

COMPANY: Berkley Assurance Company A+ XV (Non-Admitted)

Policy Term: July 1, 2014 to July 1, 2015
Description of Operations: Public Entity

Total Premium: \$3,300
Terrorism Additional Premium: \$0
Advance Premium: \$3,300

*Terrorism has been rejected by the insured.

Loss Control Fee: \$250
 Surplus Lines Tax: \$116
 Filing Fee: \$83
 Stamping Fee: \$3

= \$ 3,752.00

Coverage Form: School Board Legal Liability and Employment Practices Liability – VSBL 00 01 12 11

School Board Legal Liability and Employment Practices Liability

Limits of Liability:	Aggregate Limit	\$1,000,000
	Limit of Liability Per Claims	\$1,000,000
Non-Monetary Loss Adjustment Expense Sublimit:	Aggregate Limit	\$100,000
	Limit of Liability Per Claim	\$100,000
Coverage B – School Board Legal Liability Negligent Hiring Loss Adjustment Expense Sublimit:	Aggregate Limit	\$100,000
	Limit of Liability Per Claim	\$100,000
Deductible:	\$5,000 School Board Legal Liability Each Claim for Coverage A	
	\$5,000 Employment Practices Liability Each Claim for Coverage B	
Retroactive Date:	FULL PRIOR ACTS School Board Legal Liability Coverage A	
	FULL PRIOR ACTS Employment Practices Liability Coverage B	

Recommendation to Approve Liability Insurance

As superintendent, I recommend approval of the annual liability insurance coverage from Country Insurance in the amount of \$96,559.

Rationale

This represents a slight increase from last year, as noted in the attachment. I have met with our insurance representative, and these increases are typical in liability coverage. (Please note the six year history of our coverage and that most of the increase stems from the General Liability Coverage. According to Matt, this is partially as a result of the school shootings that are so prevalent throughout the nation.)

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

*Putnam County
Primary Panthers*



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

Reviewed: June, 2014

**PARENT-STUDENT HANDBOOK
2014-2015**

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The School Board and School Administration reserve the right to amend this Parent-Student Handbook. Parents will be 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 Primary School will provide a climate and a curriculum that allows children to develop skills in order to become life-long learners and productive contributors to society.

2014 Handbook Committee

Adriane Shore (School Board Member), Brandy Sandberg (Parent), Dianne Alleman (Teacher), Katie Sobkowiak (Teacher), Anita Ladage (Teacher), Katie Main (School Nurse), Angie Migliorini (Secretary), and Ronda Cross (Principal)

INTRODUCTION

Welcome to the 2014-2015 school year at Putnam County Primary School! We are very excited to have your child(ren) join our school community.

Putnam County Primary School (PCPS) offers a dedicated certified faculty, support staff and principal. These professionals offer a wide-range of services to all students that attend PCPS. Careful planning, preparation, and instructional practices are the main focus as we work toward identifying and providing the best possible education and interventions for our students. We will take great care to provide a positive school climate that is developmentally challenging, as well as academically stimulating for all students.

We encourage parents 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 in the family. 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. In order to maintain the safest environment possible, any person entering the building during the school day will need to stop in the office to sign-in before proceeding to a classroom or any other area of the building. Please remember that all classroom visits should be prearranged with the classroom teacher 24 hours in advance.

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 you have any questions or concerns, please do not hesitate to contact me or your child's teacher at any time.

The faculty and staff of Putnam County Primary School would like to extend a very warm greeting and express the hope that the coming school year will be a positive and fun learning experience for both you and your child.

Together in Education,

Mrs. Ronda Cross, 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

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. During the 2012-13 school year teachers worked to develop new curriculum, assessments and rubrics in order to align to the new state-adopted Common Core Standards. This curriculum was implemented in the fall of 2013.

In order to accurately reflect the new standards and methods in which students are assessed, a committee has worked on revisions to the new report card. The report cards will be issued every nine weeks (quarter) of the school-year in an effort to keep parents informed of the student's progress as well as Fall, Winter and Spring assessment results through the AIMSweb assessments conducted in K-2nd grade. These assessments are intended to be one more piece of evidence on how the child is performing and learning with the instructional strategies used in the classroom. Adjustments are made to student settings and interventions as needed to gain the highest impact on their learning.

The grading legend and report card were revised for the 2013-2014 school year to reflect the implementation of the Common Core Standards. This past summer the teachers and administration met again to discuss what

worked well with the pilot and what needed to change to make the report card as user friendly for parents as possible. The final version of the report card has been simplified. Each parent will receive the modified scale and legend that coincides with the new Standards as well as a brochure that explains the different areas.

Report cards are distributed on the last school day of the week following the ending date of the grading period (quarter) or at parent/teacher conferences. During the 2nd and 3rd quarters signed report cards should be returned to the school on the next day of school.

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 concerns. If a parent/guardian wishes to have a conference with a teacher or teachers, the request should be made to the teacher directly. All teaching staff can be reached at: 815-882-2800 opt. 1 for an appointment.

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.

CONTROLLED SUBSTANCES AND 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 re-inspected 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 or are tardy develop insecurities about their place in the school environment; this insecurity often forms the basis for poor academic achievement and behavior problems.

In the event of illness or other excused absence, parents/guardians are to call the school absentee reporting line, 1-815-882-2800 (Opt. #6), 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 a student will be absent for more than one day, the parent/guardian should inform the school of this 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, excuses from physical education class, and absences of five or more consecutive days. In order to preserve the instructional time of PCPS students, children other than enrolled students, are not allowed to attend classes at the Primary building. A student is considered tardy if they arrive after 8:15 am.

Excused Absences:

- 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

Unexcused Absences/Tardiness:

Oversleeping
Shopping

Missing the bus
Unexplained "personal reasons"

Hunting/Fishing
Multiple Vacations

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.

Illness/Fever:

Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (**your child should not return to school until they are fever free for 24 hours without the help of fever reducing medication**)
- new or unusual wide-spread rash that could be contagious
- vomiting and/or diarrhea stools
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

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 9:00 am. 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 pm.

Pupil Absence for Vacation:

School-year vacations are strongly discouraged. However, 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 or the Primary office. Requests for homework in this situation will be honored whenever possible.

Excessive Absences:

To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of ten absences per year. All absences, excused and unexcused, will be included in the count. After ten absences, coding of unexcused will be used except when written doctor notes are turned in to the office or if a student is sent home from school.

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 (5) absences, excused or unexcused, a notice will be sent to the parents about the absences and potential issues.

Step 2: Upon the tenth (10th) day of absence, the principal will contact the parents and take appropriate steps to resolve the problem. These steps may include a family conference, referral to the county truancy officer, or a referral to community supportive services. In addition, students will be required to provide verification of further absences (ie., doctor's note).

If these remediation conditions are not met, every absence after the 10th, that is not deemed excused by the administration, will be considered unexcused and the truancy officer will be contacted.

BICYCLE RULES

Students from all schools within Putnam County School District #535 may ride their bicycles to Putnam County Primary School. All bicycles should be properly parked and locked at the bicycle rack located at the west end of the school. The school is not responsible for damaged or stolen bicycles.

Bicycles should be walked on and off the sidewalks and across intersections and only one rider is permitted on a bicycle. Bicycle riders should obey all Rules-of-the-Road.

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, spaghetti strap tank 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. Sandals and flip-flops are discouraged due to the woodchips on the playground and injuries that occur from play and developing coordination of the young students.

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 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 distributing 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 (Fall Festival, Winter Holiday, Valentine's Day) to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

BUS CONDUCT

Students who do not live within walking distance of their school building are provided with bus transportation contracted with a 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 or drink
- 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
- 5. Keep the noise level down and remain seated facing forward
- 6. Keep the aisle clear

7. Do not litter, write on, or damage the bus

Bus Consequences:

- 1.) Verbal warning
- 2.) Assigned seat
- 3.) Written referral

Drivers or the administration may skip steps depending upon the severity, or repetition, of rules violated. Discipline will also be adapted for the appropriateness to student developmentally.

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:

1st 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.

2nd offense – student is notified, counseled, and will receive a detention or missed recess(es). Warning is sent home for parent notification with response requested.

3rd 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.

4th 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.

5th 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.

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. Videotapes may also be viewed at random. Viewing of videotapes is limited to individuals such as the Superintendent, 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, 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.

Parents are welcome to join their child for lunch. The cost for an adult school lunch is \$2.20. If you plan on eating a hot lunch the office needs to be notified by 10:00 a.m.

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. Once a student's account balance reaches \$-20.00 the school will not be able to offer a full breakfast or lunch. Cereal along with milk will be given for breakfast and a peanut butter and jelly sandwich along with milk will be given for lunch until the balance is paid in full. 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. Snack milk is not included (\$0.30).

DISCIPLINE

This handbook identifies 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.

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the District expulsion procedures.

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.

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.

EMERGENCY PLANNING

1. Emergency Management Plan: The Putnam County School District's Emergency Management Plan is available in the district & Principal's office.
2. Emergency Dismissals: In case of an emergency dismissal, children should have an alternate place to go should a parent not be at home. Parents are asked to discuss an alternative plan with their child(ren) and to make appropriate arrangements for use of the plan.
3. Fire Drills: Fire drills are conducted periodically during the school year as required by State Code. Students are instructed in proper evacuation procedures. Local and state officials annually visit the school to inspect fire hazards or conduct a fire drill.
4. Tornado Drills/Warning: Drills – A tornado drill is conducted annually at PCPS. Students practice several times where and what to do in the event that an announcement is given. These procedures are also taught for multiple different locations in the building depending on where the students are during the initial announcement.
In the event of a tornado warning, children will be told to go to an assigned area for their class. Periodic drills are conducted for these routines. If an actual tornado warning occurs near the end of a school day, the children will not be dismissed until the "all clear" signal is given. No student will be dismissed prior to the all-clear unless the parent/guardian signs the student out at the school's office. By signing the sheet, the parents/guardians are indicating to the school that they choose to take their child(ren) from the school premises and assume all responsibility for what may happen, regardless of the warning.
5. Law Enforcement Drill: A law enforcement drill is required annually with our local and/or county officials. This drill allows administration and law enforcement to cooperatively and safely practice procedures in case of a threat inside or outside of the school building. Students are present for the drill but know it is a drill through announcements and their teachers preparing them.

SCHOOL SAFETY

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 which clearly designates 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.

The signal for a fire drill is the fire alarm system. If needed, classes may also be notified by the intercom system. Classes are signaled to return to the building with a whistle blast or hand signal. If needed, classes may also be notified by the intercom system. Classes are signaled to return to normal location/activity with an announcement on the intercom system, administration, or other authorized personnel.

Anyone with information about possible school violence is urged to call the Illinois **School Violence Tip Line** at **1-800-477-0024**, operated by Illinois State Police, as well as local school authorities. When tips come into this line, local law enforcement agencies and the school are immediately notified.

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 announcement, school will be in session. Please do NOT call the school office. School phone lines must remain open for instructions and staff communications. The school's ALERT NOW system will be used to contact parents. Please make sure the school has your contact number.

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
WBZG	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.

Conceal & Carry is not permitted on school property. Something about cell hands-free??

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.; (**snack milk not included**)
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 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 Primary 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. 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 15th 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 16th if requirements for health examinations & immunizations are not on file. Please check with the school nurse if you have questions regarding immunization and health requirements.

Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240).

Pediculosis (Head Lice):

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, the infected child must be picked-up by the parent and taken home for treatment. The student cannot ride the bus again until they are checked by the office. By Administrative Procedure, as determined by the Board of Education, a student must be determined to be nit free before reentering school.

Illness/Fever:

Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (**your child should not return to school until they are fever free for 24 hours without the help of fever reducing medication**)
- new or unusual wide-spread rash that could be contagious
- vomiting and/or diarrhea stools
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

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 (ie, fever) 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 of 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.

Students with Food Allergies:

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 815-882-2800 Opt. #1.

An Illinois Food Allergy Emergency Action Plan should be completed by the physician and parent/guardian and a copy given to the school office to keep on file.

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

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

In order to protect all students with food allergies all snacks and birthday treats must be pre-packaged by the manufacturer so that all nutritional information is available.

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.

Forms to complete the above requirements are available in the office of each school and on the school website.

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 physician and parent/guardian has completed and signed a School Medication Authorization Form and Asthma Inhaler or Epinephrine Auto-injector 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.

Care of Students with Diabetes:

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

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

For further information, please contact the district nurse or building principal.

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-2 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. In order to visit the classroom or a teacher you must first call the teacher and give at least 24 hours notice before a visit in order to prepare for the meeting and potentially rearrange the schedule.

HOMEWORK POLICY

Each grade level will communicate procedures PreK-2nd grade. 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.

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 pests may be used. If such a control is used, parents and staff members can be informed of such prior to an application.

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 there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

NO CHILD LEFT BEHIND ACT

The *No Child Left Behind Act of 2001 (NCLB)*, 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 NCLB guidelines. As well as its comprehensive provisions on school improvement, teacher quality and instructional programs, NCLB also has numerous other requirements. As required by NCLB, 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

RtI (Response to Intervention):

During the first few weeks of school the classroom teachers and other reading specialists assess the students' reading/math strengths and weaknesses. This approach allows the teachers and paraprofessionals to adjust reading and math instruction/strategies to maximize the students' academic potential; our most important charge at these grade levels.

Through the assessment process the school determines which students need additional reading and/or math support through a system called Response to Intervention (RtI). All students in the district participate in Response to Intervention because it is a part of our whole curriculum.

Teachers and paraprofessionals work with all students for 30 minutes in the content areas of Reading or Math. This instruction is a supplement, not a substitute for the reading or math instruction received from the classroom teacher and the Title I reading teacher.

The focus of the instruction will be comprehension, early writing strategies, fluency, phonemic awareness, phonics, math facts and computation to name a few. The RtI teachers will monitor the children's progress and confer with his/her classroom teacher and the Title I teacher on a regular basis. Communication is very important, so parents will be kept informed of the child's growth and progress through written reports depending on the level of interventions your child receives.

Regular and on-going classroom assessment is used to monitor student progress and guide instruction.

PARENT ADVISORY COMMITTEE

The District has a Parent Advisory Committee (PAC). This committee of parents meets 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 two times during the school year, as noted in the District calendar. In addition to the District-wide scheduled times, teachers in grades PreK-2 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 if they have a question or concern.

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

PRESCHOOL SCREENINGS

Putnam County Primary School screens students entering preschool (3-5 years of age) to identify and serve the neediest children. The screening instruments and activities measure each child’s development in the areas of vocabulary, visual-motor integration, language and speech development, English proficiency, fine and gross motor skills, social skills, and cognitive development.

The screening is conducted on a communitywide basis and is developed and implemented with cooperation from the LaSalle/Putnam County Educational Alliance for Special Education. Please contact the Primary School to get information on the next screening dates.

All potential incoming students’ screening data cannot be older than six months prior to the preschool placement date.

MEDIA

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. This will include electronically, in the newspaper, and on the district website.

RECESS

Weather permitting, students have recess outside daily. When the weather is inclement, including a wind chill factor of 30 degrees or lower, recess is held in the school gym. Please be sure a coat, hat/scarf, boots, and mittens/gloves are used on any given day when weather is cold.

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 to be 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 are 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

RESIDENCY

Proof of residency is required every year. Two forms of proof will need to be given at the time of registration. Examples of acceptable forms are: Driver's license, utility bill, phone bill, or a lease agreement.

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 has appointed Tricia Both, as 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 that includes while on school grounds.

Parent pick-up begins at 3:10 pm and crosswalk goes out at 3:15 pm on regular dismissal days.

PCPS begins dismissal at 1:55 pm on 2:05 pm early dismissal days. Bus students should arrive home one hour early on these days.

Below are some reminders about student drop-off and pick-up:

1. No one is at the school to supervise the children until 7:15 a.m.
2. Parents/Guardians need to be very careful when using the front of the school building to drop students off. This is a very busy time for the buses, and it is not the best place to drop-off and pick-up students.

It is strongly suggested that parents/guardians use the crosswalk located at the corner of Silverspoon and Colby or the back parking lot of the school to drop-off and pick-up students. A crossing guard is on duty from 7:45 am to 8:00 am to help the students in the morning, and a crossing guard will walk the students from the Primary School to the crosswalk at the end of the school day. The cross walk closes November 1st through March 1st.

Parents/Guardians wishing to speak with the office or teachers, and parents/guardians waiting for students at the front of the school, will need to park in visitor parking. The back lot is used for drop-off and pick-up only, not parking.

3. All students arriving after 8:00 a.m. may be dropped off in the front of the school by the front entrance. Please watch for late buses. They have the right-of-way.

4. Pick-up begins at 3:10 pm in the back lot. Please pull-up to door entry E not door entry C. Please have your family name tag displayed. No car pick-ups can be made in the front of the school because of the buses.

If your child is a walker, he/she will be walking from the school with the crossing guard to the corner of Silverspoon and Colby.

The crosswalk is closed starting November 1st through March 1st.

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.

SCHOOL HOURS

The office is open from 7:30 am to 4:00 pm. Teachers are in the building from 7:45 am to 3:45 pm daily. **Lunch and recess are scheduled for 11:00 (Kindergarten), 11:30 (1st Grade), 12:00 (2nd Grade). A second recess is offered in the morning or afternoon.**

Students who are transported to school by bus arrive at various times, with the last bus arriving at approximately 8:00 am. Students who are walkers should not arrive until 8:00 am unless they are coming for breakfast. Classes begin promptly at 8:15 am. Students will be considered tardy after 8:15 am.

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 ELL, 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 8th grade. The pupils shall not be required to take the class or course if the parents/guardian submits written objection.

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.

TITLE I

Title I is a federally funded program that provides instructional support for students experiencing difficulties in reading. Putnam County Primary School provides a Title I program for students with an identified need in the area of reading. Students are screened with a multiple-step process to determine eligibility for Title I and must have parent permission to participate in the program. Once eligibility is established students of approximately 3-5 students go to the Title I classroom and work in a small group with a certified Reading Specialist. The

Reading Specialist will work on reading skills such as: Phonemic Awareness, Phonics, Fluency, Comprehension and Writing. Each student is periodically assessed and progress information is sent home to the parents at least quarterly. Students remain in the program until meeting established exit level criteria. Each year the criteria has to be reestablished for the grant program.

ELL

Students who demonstrate limited English proficiency (ELL Students) are provided support services in the Transitional Program of Instruction. Students are tested to determine eligibility and services after the Home Language Survey form is completed at registration. If students qualify for language support services, these services are provided until the student demonstrates sufficient skill to exit the program based upon the State ACCESS test, or until a parent withdraws them from the program.

VISITORS

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.

Classroom visits should be pre-arranged at least 24 hours in advance with classroom teachers as to not interrupt teaching and allow time to prepare as necessary.

WELLNESS PLAN

Homemade treats are not allowed to be brought into school, even for birthdays and holiday parties. All snacks are to be prepackaged with all nutritional information available.

As a public school we are required to have a wellness policy, reviewable by the state. Snacks provided must meet the recommended guidelines from the Institute of Medicine's-Nutrition Standards for Foods in School. These are the nutritional standards for foods in school, per portion:

- \leq 200 calories
- \leq 35% of total calories from fat
- $<$ 10% of calories from saturated fats
- Zero trans fat
- \leq 35% of calories from total sugars
- \leq 200 mg sodium

Everything must be prepackaged by the manufacturer, so that nutritional information is provided for our students with food allergies.

We understand that children will still want a "special treat" for their birthdays and holiday parties. It will be allowed to have sweet treats during these occasions, but they will still need to be prepackaged.

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, please notify the school office at least one day in advance. 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.

Upon receipt of a Release of Records form from the new school, which must be signed by the parent/guardian(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 (ie, lunch) must be paid in the school office.

School Calendar
2014-2015

July 31	Registration (9am to 7pm)
August 1	Registration (8am to 1pm)
August 14	Institute Day – No School
August 15	Institute Day – No School
August 18	First Day of School (2:05 Dismissal)
August 18-22	2:05 Dismissal
September 1	No School - Labor Day
September 3	2:05 Dismissal
September 17	2:05 Dismissal
October 1	2:05 Dismissal
October 10	Institute Day – No School
October 13	No School - Columbus Day
October 15	2:05 Dismissal
October 17	End of First Nine Weeks
October 23	Parent/Teacher Conferences (4 pm to 8 pm) pass out report cards
October 24	No School - Parent/Teacher Conferences (8am to Noon)
November 5	2:05 Dismissal
November 10	No School - Veterans Day Observance
November 19	2:05 Dismissal
Nov 26-Nov 30	No School - Thanksgiving Break
December 3	2:05 Dismissal
December 17	2:05 Dismissal
December 19	End of 2 nd Nine Weeks—End of 1 st Semester (2:05 Dismissal)
Dec 20-Jan 4 th	Winter Break
January 5	School Resumes
January 7	2:05 Dismissal
January 19	No School - Martin Luther King Day
January 21	2:05 Dismissal
February 4	2:05 Dismissal
February 12	Parent/Teacher Conferences (4pm to 8pm)
February 13	Parent/Teacher Conferences (8am to Noon)
February 16	No School-Presidents' Day
February 18	2:05 Dismissal
March 2	No School - Casimir Pulaski Day
March 4	2:05 Dismissal
March 13	End of Third Nine Weeks
March 18	2:05 Dismissal

April 1	2:05 Dismissal
April 3 – April 12	Spring Break
April 15	2:05 Dismissal
April	PSAE
May 6	2:05 Dismissal
May 20	2:05 Dismissal
May 25	No School - Memorial Day
May 26	Institute Day – No School
May 27	Full Day
May 28	Last Day (If no emergency days are used) – 2:05 Dismissal

Emergency Days: May 29, June 1, 2, 3, 4

Student Attendance Days

August Student Attendance Days—10

September Student Attendance Days—21

October Student Attendance Days--20

November Student Attendance Days—16

December Student Attendance Days—15

January Student Attendance Days--19

February Attendance Days—18

March Student Attendance Days—21

April Student Attendance Days—16

May Student Attendance Days—18

Summary

Student Attendance Days	174
Emergency Days	5
Approved Institutes	4
Approved P/T Conferences	2
Total	185

2014-2015 OFFICIAL SCHOOL CALENDAR

*August 14	Institute Day – No School
*August 15	Institute Day – No School
August 18	First Day of School (2:05 Dismissal)
August 18-22	2:05 Dismissal
*September 1	No School - Labor Day
September 3	2:05 Dismissal
September 17	2:05 Dismissal
October 1	2:05 Dismissal
*October 10	Institute Day – No School
*October 13	No School - Columbus Day
October 15	2:05 Dismissal
November 5	2:05 Dismissal
*November 10	No School - Veterans Day Observance
November 19	2:05 Dismissal
*Nov 26-Nov 30	No School - Thanksgiving Break
December 3	2:05 Dismissal
December 17	2:05 Dismissal
December 19	2:05 Dismissal
*Dec 20-Jan 4 th	Winter Break
January 5	School Resumes
January 7	2:05 Dismissal
*January 19	No School - Martin Luther King Day
January 21	2:05 Dismissal
February 4	2:05 Dismissal
*February 16	No School-Presidents' Day
February 18	2:05 Dismissal
*March 2	No School - Casimir Pulaski Day
March 4	2:05 Dismissal
March 18	2:05 Dismissal
April 1	2:05 Dismissal
*April 3 – April 12	Spring Break
April 15	2:05 Dismissal
April	PSAE
May 6	2:05 Dismissal
May 20	2:05 Dismissal
*May 25	No School - Memorial Day
May 26	Institute Day – No School
May 27	Full Day
May 28	Last Day – 2:05 Dismissal

Emergency Days May 29, June 1, 2, 3, 4

**Classes Not In Session*

Daily Schedules

Daily Schedule

1 st hour	8:00-8:47
2 nd hour	8:50-9:36
3 rd hour	9:39-10:25
4 th hour	10:28-11:14
5 th hour Class	11:17-12:03
5 th hour Lunch	11:14-11:44
6 th hour Class	11:47-12:33
6 th hour Lunch	12:02-12:33
7 th hour	12:36-1:22
8 th hour	1:25-2:11
9 th hour	2:14-3:00

2:00 Schedule

1 st hour	8:00-8:39
2 nd hour	8:42-9:21
3 rd hour	9:24-10:03
4 th hour	10:06-10:45
7 th hour	10:48-11:27
5 th hour Class	11:30-12:09
5 th hour Lunch	11:27-11:57
6 th hour Class	12:00-12:39
6 th hour Lunch	12:09-12:39
8 th hour	12:42-1:21
9 th hour	1:24-2:00

Final Exam Schedule

1st Day 1st Semester

1 st hour	8:00-9:00
2 nd hour	9:03-10:03
3 rd hour	10:06-11:06
4 th hour	11:09-12:09

2nd Day 1st Semester

5 th /6 th hour	8:00-9:00
7 th hour	9:03-10:03
8 th hour	10:06-11:06
9 th hour	11:09-12:09

1st Day 2nd Semester

5 th /6 th hour	8:00-9:00
7 th hour	9:03-10:03
8 th hour	10:06-11:06
9 th hour	11:09-12:09

2nd Day 2nd Semester

1 st hour	8:00-9:00
2 nd hour	9:03-10:03
3 rd hour	10:06-11:06
4 th hour	11:09-12:09

Grading Periods

Nine Week Grading Periods

Monday, August 18 th through Friday, October 17 th	1 st Quarter
Monday, October 20 th through Friday, December 19 th	2 nd Quarter
Monday, January 5 th through Friday, March 13 th	3 rd Quarter
Monday, March 16 th through Thursday, May 28 th	4 th Quarter

Report Card Distribution Dates

First Quarter.....	Friday, October 24 th
Second Quarter.....	Friday, January 9 th
Third Quarter.....	Friday, March 20 th
Fourth Quarter.....	Thursday, May 28 th (tentative)

Midterm Dates

First Quarter	Friday, September 19, 2014
Second Quarter.....	Friday, November 14, 2014
Third Quarter	Friday, February 13, 2015
Fourth Quarter.....	Friday, April 17, 2015

Parent Teacher Conferences

*October 23 rd	Parent/Teacher Conferences (4 pm to 8 pm) pass out report cards
*October 24 th	No School - Parent/Teacher Conferences (8am to Noon)
**February 12 th	Parent/Teacher Conferences (4pm to 8pm)
**February 13 th	Parent/Teacher Conferences (8am to Noon)

**Goal to Conference with ALL Parents*

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

General School Information

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 handbooks 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 alternation as becomes necessary for the routine operation of the school.

Equal Education 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.

Fundraising

The sophomore class will handle the concession stand at all home volleyball games. The junior class will handle the concession stand at all home boy's basketball games. The freshmen class will handle the concession stand at all home girl's 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).

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 all 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.

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.

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.

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 re-inspected 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.

Emergency Procedures

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

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.

School Cancellation/Dismissal Due to Weather

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.

Learn More about our Alert Now System

by Ed Schmidt



The AlertNow service is a reliable, robust communication solution designed specifically for K-12 administrators and educators. AlertNow's best-of-class technology delivers voice, e-mail and emergency SMS messages at a rate up to two million per hour – quickly keeping parents and staff informed on important and time-sensitive information. In addition to delivering routine messaging, AlertNow is a critical component to every crisis plan, ensuring accurate information is communicated immediately in the event of a lockdown, relocation, evacuation or other emergency situation.

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

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.

1. 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.
2. When school is closed, all junior high games and practices are canceled.
3. All other extracurricular meetings after school and canceled when school is closed because of weather.
4. 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:

	AM	FM
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: ww.pcschools535.org.

Community Relations

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.

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.

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 Service

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.

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.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal.

Parents/guardians are responsible for and must:

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

For further information, please contact the building principal.

Life Threatening Allergies and Life Threatening Chronic Illnesses

Self administration of inhalers/auto injectors (EpiPens)

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 815-882-2800 option 4.

If your child requires an inhaler or auto injector, he or she has the option to carry it on him or her, PROVIDED THE APPROPRIATE PAPERWORK IS FILLED OUT. Please contact your school's office for needed paperwork.

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

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

Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf.
3. Complies with State and federal law and is in alignment with Board policies.

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. Forms to complete the above requirements are available in the office of each school and on the district website.

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 "Medication Administration/Consent Form" and "Asthma Inhaler or Epinephrine Auto injector 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.

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

Attendance/Enrollment/Registration

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.

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.

Truancy

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

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

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

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. Cross Reference: PRESS 7:70, *Attendance and Truancy*

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. If a student is truant a second time or more, the student will be given an In-school suspension.

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 (7th) day of absence in the same class in the same semester, a notice will be sent to the parents from the principal's office.
- **Step 3:** On the tenth (10th) absence from the same class, each semester, a notice will be sent to the parents from the principal's office. Every absence after the 10th, that is not deemed excused by the administration, will be considered unexcused and results in loss of credit for that day in that class.

Consideration of Absences After the 10th 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, and 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.

A student with a temperature of 100 degrees or above MUST stay out of school UNTIL 24 HOURS AFTER THE FEVER IS GONE. Please contact the school nurse with any questions at ext. 547.

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

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.

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.

Makeup 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.

Student Conduct/Expectations

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.

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 3:03 to 3:40. 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. Failing to serve an assigned detention for missing a previous detention will result in an In-School suspension. 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 5th office detention issued for misconduct other than tardiness/unprepared for class 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 – 6th detention: out of school 1 day
- 11th detention: out of school 3 days
- 16th detention: out of school 5 days

Continued unabated misconduct beyond 16th detention will be subject to disciplinary action, which may include a ten-day suspension and a recommendation for expulsion to the Board of Education.

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 teacher and student will submit a written version of the incident. The student will be assigned one 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. 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. In-School suspensions can be scheduled Monday-Friday 1st-5th periods. In-School suspensions are taking the place of Saturday detention. 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 on the 6th ISS 1 day out, on the 11th ISS 3 days out and on the 16th ISS 5 days out. Students who refuse to serve an in school suspensions, or students who are evicted from an in school suspension for disruptive behavior, will be assigned a three day out of school suspension.

Some Infractions that Could Lead to an In-School Suspension

1. multiple cell phone infraction
2. 5th tardy and all subsequent tardies
3. 2nd truancy infraction and all subsequent trancies
4. Leaving school without permission
5. Theft
6. Driving to and from ACC without permission
7. A 5th detention excluding tardies/unprepared for class
8. Failure to report to a detention that was assigned for missing a previous detention

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 is 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, will receive 100% credit for schoolwork missed during the suspension if work is turned in immediately upon return to school. 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. The following procedure will be followed for any student who is a first time violator of

the district policy against possession and/or use of drugs or alcohol at school or at a school sponsored event:

1. A ten (10) day suspension will be assigned.
2. Law enforcement officials will be notified of the offense.
3. An expulsion hearing will be scheduled within ten (10) days of the offense.
4. The administration will notify the parents and student that the suspension will be reduced to five (5) days if the parent and student agree to enter into an informal probation with the Putnam County Probation Office.
5. The Board will hold the expulsion hearing but agree to hold the expulsion in abeyance if the student successfully participates and completes the informal probation.
6. The Board reserves the right to reinstate the expulsion if the student does not agree to, or successfully complete, the informal probation program.

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.

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 14th 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 alike

To bring any kind of explosive material or look alike to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look alike 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

Students may possess a cellular phone during the school day but it must be turned off and out of sight, **except during their lunch period and 3 minute passing period.** Students who use a cellular phone during the school day, or fail to keep it concealed, **except during their lunch period, and passing period,** will have the phone confiscated and returned at the end of the day. A second violation of this policy will result in an In-School suspension and a parent must pick the phone up. All subsequent violations will result in more severe consequences. **Failure to give up their cell phone results in insubordination and the student leaves school.**

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, electronic cigarettes, 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; 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 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.

1st offense: in school suspension or out of school suspension

2nd offense: In school or out of school suspension

3rd 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.

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.

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, including electronic cigarettes, 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 a covered 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 or in the room headed to their seat.
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 an In-School suspension. Chronic tardiness, could result in the student being suspended from school.

Copying

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.

Plagiarism

Plagiarism, a mode of cheating, is defined as the use and presentation of any idea originating from another without proper accreditation to the owner. This definition includes, but is not limited to, the use of full documents or segmented ideas (sentences, paragraphs, or paraphrased thoughts) through an academic work. Whether intentional or unintentional, plagiarism is still considered stealing intellectual property; if a student does not understand how to properly recognize their source(s) of information, it is his/her responsibility to utilize existing resources (a published style manual such as <https://owl.english.purdue.edu/owl/resource/589/01/or> an instructor's advice) to ensure that plagiarism is avoided. Therefore, if plagiarism is detected in the work of any student in any class, the assignment will result in the loss of credit and could result in a failing grade for the marking period. If a student feels wrongly accused of plagiarism, it is the student's responsibility to prove that he/she is the original owner of the work.

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.

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

A public school building is not the time or the place for kissing of any kind, and/or other forms of public display of affection. 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, school sanctioned activities, 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 7:50 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 for driving to ACC without permission is an In-School suspension, 2 week driving 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 High School 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 9th 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 must be in attendance on Friday for dances held on Saturday.
9. Students who leave an extra curricular event or function will not be readmitted.
10. 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 along with a school dance request form to the administration at least 7 days in advance. The guest must follow the instructions stated on the form regarding entering the dance and will be required to show a photo id. 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.

Co-Curricular Activities

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 8:50 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 2014-15 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.

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 & Extracurricular Activities

Grades will be checked every week during the season. To be eligible to participate in athletics and extracurricular activities, including theatre productions, a **student must be doing passing work in 5 of 6, or 6 of 7 academic subjects**. Student athletes are required to pass 25 credit hours per week. Subjects not counted toward eligibility are Driver Education & Safety, and Physical Education. Passing 25 credit hours per week is determined by measuring a student's performance on a cumulative basis from the beginning of a semester through the date on which the check is made. Students must be eligible the previous semester to be eligible at all during the ensuing semester.

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 8:50 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. On a student's first positive test the student will be declared ineligible from participation as outlined in violations. That period may be reduced by half 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.

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

b. 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.

c. 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.

d. Third Violation

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

e. 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 11th 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-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) “full credit” courses.
2. To remain eligible, a student may have no more than one failing grade in any academic subject. If a student receives a second failing grade, the student will then become academically ineligible.

Academic ineligibility guidelines are as follows:

- a. During the first ineligibility period students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
 - b. During the second ineligibility period students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
 - c. During the third ineligibility period students may participate in practice or meetings but may not participate in any scheduled contests until the next eligibility check.
 - d. During the fourth ineligibility period the student athlete is dismissed from the team.
3. Academic ineligibility runs Monday through Saturday.
 4. You must have passed and received credit toward graduation for twenty-five (25) 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 (9th) 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 (11th) 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 (12th) 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 (11th) 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 (9th) 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 7th and 8th semesters of high school attendance must be consecutive.
3. After you enroll in ninth (9th) 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.

9.30 - Student Athlete Concussions and Head Injuries

Student Athlete Concussions and Head Injuries I

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Cross-References: PRESS 7:305, *Student Athlete Concussions and Head Injuries*

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.

Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) 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

2. 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.
3. 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

2. 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.
3. 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.
4. 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.
5. 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.
6. You will become ineligible if you play on any junior college, college or university team during your high school career.

All-star Participation

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

2. 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.
3. During the school year, you may not attend a coaching school or clinic for any interscholastic sport.
4. 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.

Description of Extracurricular and Co-Curricular 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

All students who are enrolled in a Vocational Agriculture class are part of FFA. FFA participates in a wide variety of career developmental events. FFA members also keep records on projects called SAE'S. FFA encourages leadership, community service, and scholarship among its members.

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 may consist of a maximum 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.

Technology Student Association (TSA)

This club will allow students to explore the fields of science outside the classroom in different and exciting ways. Several group projects are done, such as the edible car contest and engineering day.

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. Community projects can be applied towards student graduation requirements. 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.

Academic Information

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 including 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.

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	8 credits
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
Computer Application.....	1 credit
Health Education.....	1 credit
*Physical Education.....	3 ½ credits
Driver Education & Safety	1 credit
Consumer Education.....	1 credit
A total of twenty-four (24) hours of service learning	24 hours

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.

*Students may be waived from physical education class per school code 105 ILCS 5/27-6(b)

Service Learning

The purpose of the service learning graduation requirement is to promote citizenship by preparing our students to become tomorrow’s leaders through preservation and conservation in our community. The class of 2015 needs 12 service hours to meet this requirement. The class of 2016 needs 24 service hours to meet this requirement. All following classes will need 24 service hours to fulfill this graduation requirement.

PC College Start

PC College Start is a partnership between Putnam County High School and Illinois Valley Community College that provides an opportunity for academically qualified seniors to enroll in college classes through IVCC as part of their high school coursework. This unique partnership

between Putnam County and IVCC allows high school students to attend college classes during the fall, spring, and summer while earning both high school and college credits. The financial obligation is a student/family responsibility. Student's interested in PC College Start need to see Mr. Johnson.

Area Career Center Offerings

The following courses are available to qualified seniors at the LaSalle-Peru Area Career Center: Auto Mechanics, CEO, Drafting, Welding, Cosmetology, Health Occupations, Graphic Arts Production, Building Maintenance & Construction, Electronics, Machine Technology, Child Care, Fire Science

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+	11 – A	10 – A	9 – B+	8 – B	7 – B-
6 – C+	5 – C	4 – C-	3 – D+	2 – D	1 – D- 0 – F

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. Grades are averaged and GPA determined according to the following evaluations.

GROUP A	GROUP B
A = 5	A = 5
B = 4	B = 4
C = 3	C = 3
D = 2	D = 2
F = 0	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.

Starting with the graduating class of 2016 we will be using a 4 point grading scale and add 1 point for weighted classes.

GROUP A

American Literature
British Literature
World Literature
Creative Writing
Drama
English Composition
English Research
Shakespeare

Speech
Algebra IIB
Trigonometry
Pre-Calculus
Calculus
Chemistry
Physics
Advanced Biology

Spanish III
Spanish IV
Sociology
IVCC dual Credit
CEO (ACC)

GROUP B

English I
English II
English III
English IV
Journalism
Integrated Science I
Integrated Science II
Biology
Earth Science
Environmental Science
Band
Chorus
Art 2D
Art 3D
Photoshop
Art Illustrator
Art In-Design
Spanish I
Spanish II
Fitness PE
Physical Education
Driver Education

Consumer Ed
Computer Apps I & II
Health
World History
World Geography
Current Events
American Government
American History
Orientation to Family &
Consumer Science
Foods Nutrition I & II
Culinary Arts
Child Development
Parenting
Fashion Technology
Intro. to Ag.
Agricultural Science
Ag Technology
Intro. to Horticulture
Ag Resource Management
Agribusiness Management
Advanced Welding & Metals

Veterinary Technology
Supervised Ag Experience
Business & Technology
Accounting I
Economics
Intro. to Engineering
*Co-Op Class
*Co-Op Work Experience
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)
Fire Science (ACC)

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

**If the situation occurs that a student receives an “A” in an unweighted class that will result in a detriment to the student’s class standing, the student may have one or more “overloaded” classes exempted from GPA calculations if it is requested within three school days of report card distribution. All grades (even those exempted from GPA calculations) will remain as part of a student’s official transcript.

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

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.

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.

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 Coursework 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.
6. Course work counts toward extracurricular eligibility.

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 "B" 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 1st semester only. Students must be passing each quarter to be exempt.
4. Must have 3 or fewer In-School Suspensions
5. No out of school suspensions

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.

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	Masonic Lodge Scholarship
American Red Cross Scholarship	Mike Anders Language Scholarship
Bill Biagi Scholarship	Music Booster Scholarship
Brenda Bishop Scholarship	National Honor Society
Cooperative Work Education Student of the Year	Nelson Family Trust Scholarship
D.A.R. Award	PCEA Scholarship
Deck Memorial Scholarship Dusty Khoury Scholarship	Perfect Attendance
Farnsworth Essay Contest	Pletsch Memorial Scholarship
Hazel Marie Boyle Scholarship	Prairie State Achievement Awards
Helen H. Tyler Scholarship Honor Roll	Reading Awards
Hopkins Alumni Scholarship	Robert V. and Marquerite Klein Service Scholarship
Hubert J. Mennie Scholarship	Service Above Self Award
Illinois State Scholars	Student Media Assistants
IVCC Foundation Scholarships Joyce Kuhne Scholarship	Top 10 Seniors
John R. Housby Scholarship	Wilhelmena Whitaker Award
Knute Hamel Scholarship	William I. Tyler Scholarship
	WYSE Awards

Student Services

Student Services

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 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.

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 Johannes Bus Service 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. 1st 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. 2nd 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. 3rd 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. 4th 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. 5th 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.

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

1. Students are to keep all four legs of their chairs on the floor to prevent damage to the chair or themselves.
2. Throwing anything in the Media Center can result in a detention. Throwing anything dangerous can result in suspension from study hall.
3. 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.
4. 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.
5. The table and chairs in the magazine area are to be used for faculty, staff, and visiting adults for a conference area.
6. 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 Ms. Davis.
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 Ms. Davis and Mrs. Veronda. Students 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 Ms. Davis 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 use the computers than computers are available, the student with the highest priority gets the computer.

Priority of Student Computer Use

Students with class assignments

1. Students using word processing for reports or research papers.
2. Students doing review activities such as typing practice or typing class notes.

3. 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

All books in general circulation and vertical files may be checked out for two (2) weeks.

1. All materials from general circulation may be renewed for an additional two (2) weeks unless there is a "hold" on the material.
2. 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.

3. A book drop in the circulation desk will be provided for the return of all Media Center materials.
4. When a book is removed from the shelf for browsing, the student should return the book to the correct place on the shelf.
5. All materials taken from the Media Center must be properly checked out at the circulation desk.
6. 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.

Parental Notification

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.

11.20 – Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. **The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The rights to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first

5. **The right to prohibit the release of directory information.**

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

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes

(whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications,

such as yearbooks, newspapers, or sporting or fine arts programs
Academic awards, degrees, and honors
Information in relation to school-sponsored activities, organizations, and athletics
Major field of study
Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**¹
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
7. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
8. **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.**

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.

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.

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.

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2014 - 2015

***Putnam County
Elementary School Panthers***



***Where all students will learn and succeed
AND ALL MEANS ALL***

Revised May 2014

**PARENT-STUDENT HANDBOOK
2014-2015**

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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 Elementary 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 Elementary School!

Putnam County Elementary offers a fully certified teaching staff and a well-trained support staff, all 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 must enter through the Main North Door and 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 Elementary 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 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 Elementary 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,

Mr. Michael Olson, Principal

Mrs. Brenda Schmidt, Secretary

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 grade three receive a report card at the end of each quarter. Indication of the student's progress with regard to **ACADEMICS** is marked in **READING, SPELLING, SCIENCE, MATHEMATICS AND SOCIAL STUDIES**; the student's progress with regard to **ACADEMIC SPECIALS** is marked in **MUSIC, and PHYSICAL EDUCATION**.

In grade four and grade five, students receive a report card at the end of each quarter. Indication of the student's progress with regard to **ACADEMICS** is marked in **SPELLING, READING, ENGLISH, MATHEMATICS, SOCIAL STUDIES, and SCIENCE**; the student's progress with regard to **ACADEMIC SPECIALS** is marked in **PHYSICAL EDUCATION, and MUSIC**.

The percentage scale for **ACADEMIC AREAS** is as follows:

- A = 100% - 94%
- B = 93% - 87%
- C = 86% - 77%
- D = 76% - 70%
- F = Below 70%

The marking key for **ACADEMIC SPECIALS** is as follows:

- E = Excellent
- S = Average
- S+ = Very Good
- S- = Below Average
- N = Failure

The marking key for **EFFORT/ASSIGNMENTS** is as follows:

- O = Outstanding
- S = Satisfactory
- U = Unsatisfactory

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. If a parent/guardian wishes a conference with a teacher or teachers, call the school at (815-882-2800, opt. 2) 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.

Honor Roll

5th Grade students may earn recognition for their classroom performance through High Honors or Honor Roll distinctions.

High Honor Roll Requirements

- 1. A student must have a grade point average (GPA) between 4.6-5.0 in academic subjects.**
- 2. A student may not have less than B's in academic specials.**

Honor Roll Requirements

- 1. A student must have a grade point average (GPA) between 4.0-4.5 in academic subjects.**
- 2. A student may not have less than B's in academic or academic specials.**

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 PCES, 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.

ISAT Testing is being replaced with PARCC.

It is especially important to have all of our students present during PARCC testing. Testing dates for the 2014/15 school year are March 9th through April 3rd, April 27th through May 22nd. Please make every attempt to have your children attend school during these critical weeks.

In the event of illness or other excused absence, parents/guardians are to call the school absentee reporting line, 815-882-2800 #6, 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 10:00 A.M.** on the day of the student's absence or if the school has to make contact with a parent/guardian because there was no call made to the school.

- If a student is absent and the school has not been notified or a note is not sent when the child returns to school, the absence will be considered 'unexcused'.
- All absences are usually counted and accumulated on a daily basis.
- Consecutive absences may be blocked and counted as a single excused absence if a doctor's excuse or other appropriate documentation is provided to the school.
- If a student is absent 5 consecutive days a doctor's excuse will be required to re-enter school.

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 PCES students, children other than enrolled students, are not allowed to attend classes at the elementary building.

ATTENDANCE COMPUTATION

Tardy	Arriving after 8:15 A.M.
Full Day Attendance (Grades 3 - 5)	In School At Least 5 hours
Half Day Attendance (Grades 3 - 5)	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.

PERFECT ATTENDANCE RECOGNITION

Students will be recognized for “Perfect Attendance” at the end of the school year.

“Perfect Attendance for the Year” is an exclusive achievement with stringent requirements. Students must be in attendance the full day every day of the school year. Additionally, students may accumulate no more than two incidences of tardiness for the entire school year. Students are recognized for “Perfect Attendance for the Year” at the awards ceremony in the spring.

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. 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.

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. All absences, excused and unexcused, will be included in the count.

Chronic cases will be referred to the Marshall-Putnam-Woodford Counties Truancy Officer.

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 (7th) 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 (10th) 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 10th, that is not deemed excused by the administration, will be considered unexcused. Out of school suspensions count as unexcused absences toward this ten-day total.

Consideration of absences after the 10th 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 VALID MEDICAL REASONS WILL BE BLOCKED AND COUNTED AS ONE DAY ABSENT FOR THE PURPOSES OF THIS POLICY.** 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.

It is within the sole discretion of the elementary school administration to determine whether the student's absence is excused or unexcused. Parents and guardians must provide reasons for student absences to the administration. The principal is the only person who can excuse absences.

All students who are tardy coming to school must report to the office. After a student is tardy three times in one semester and for each additional incidence in that semester, the students will be assigned a noon recess detention.

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, DSs, MP3 Players, 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. Tank tops with shoulder bands/straps that are at least approximately one and one-half inch in width are considered appropriate for school.
 - 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. **Flip-flops, sandals, or any open toed shoe are not allowed at recess or Physical Education Class.**

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 Johannes 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.

Johannes 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:

1st 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.

2nd offense – student is notified, counseled, and will receive a detention or missed recess (es). Warning is sent home for parent notification with response requested.

3rd 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.

4th 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.

5th 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

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. **Switching of buses or bus stops will only be allowed in an emergency situation.**

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 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. 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 Elementary School follows established policies and criteria for determining eligibility for free and/or reduced lunch or breakfast.

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 Elementary School, discipline is used as a tool for learning rather than merely a punishment.

At PCES, 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 Elementary 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. 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.

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>
WLPO/WAJK	LaSalle	1220	99.3
WLRZ	Peru	101	
WIZZ	Streator	1250	98
WKOT	Ottawa	96.5	
WZOE	Princeton	1490	98.3
WGLC	Mendota	100.1	
WRVY	Henry	100.5	
WIRL	Peoria	1290	

Television Channels

WHOI	Peoria	Channel 19
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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 may 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, are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is 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, 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 employment;
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.

Preventing Bullying, Intimidation & (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and 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.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially

detrimental effect on the student’s physical or mental health; (3) substantially interferes with the student’s academic performance; or (4) substantially interferes with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation, or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator 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.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district’s discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator:

Name

Jay McCracken

Address

400E. Silverspoon Ave

Granville, IL 61236

Telephone 815-882-2800 opt 5

Complaint Managers:

Name

Michael Olson

Address

326 S. 5th Street

Hennepin, IL 61327

Telephone 815-882-2800 opt 2

Name

Address

Telephone

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.

HEALTH AND SAFETY

Heath Examinations and Immunizations

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 16th if requirements for health examinations and immunizations are not on file. Please check with the school nurse if you have questions regarding immunization and health requirements.

Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240).

PEDICULOSIS (Head Lice):

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, the infected child must be picked up by the parent and taken home for treatment. The student cannot ride the bus again until they are checked by the office. By Administrative Procedure, as determined by the Board of Education, a student must be determined to be nit free before reentering school.

Illness/Fever:

Your child should not attend school if they have an illness that could potentially be contagious.

This includes:

- any temperature at or above 100 degrees (**your child should not return to school until they are fever free for 24 hours without the help of fever reducing medications**)
- new or unusual wide-spread rash that could be contagious
- vomiting and/or diarrhea stools
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

Safety

Safety is a top priority for students at Putnam County Elementary 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 (ie, fever) 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.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school

functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

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

For further information, please contact the district nurse or building principal.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 882-2800, opt. 2.

An Illinois Food Allergy Emergency Action Plan should be completed by the physician and parent/guardian and a copy given to the school office to keep on file.

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

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

In order to protect all students with food allergies, all snacks and birthday treats must be pre-packaged by the manufacturer so that all nutritional information is available.

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.

First aid or emergency treatment in case of sudden illness or injury to a student while on school grounds may be given by staff, in accordance with School Board policy.

The school nurse or other qualified staff shall administer emergency aid.

The principal will be notified at once of all accidents. The accident report will be given to the parent/guardian at their request

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.

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, elementary school 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 Elementary 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 st Incident | The student uses his or her Homework Voucher. (See below.) The assignment is turned in the following school day and no credit is lost. |
| 2 nd 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. The student is assigned a recess detention. |
| 3 rd Incident | The classroom teacher contacts parents to work together to improve the shared concern and a recess detention is assigned. |
| 4 th Incident | Partial credit is lost on the assignment and the student is assigned a recess detention. Student also loses a special activity. (Technology, media, school assembly) |
| 5 th Incident | The principal contacts parents to assist in improving homework completion by the student and a second recess detention is assigned. |
| 6 th Incident | A conference including the student, parent, teacher, and principal is arranged to determine a plan to help the student improve their homework completion. |

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.

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 medicine
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.

Forms to complete the above requirements are available in the office of each school and on the school website.

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 physician and parent/guardian has completed and signed a School Medication Authorization Form and Asthma Inhaler or Epinephrine Auto-injector 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/RESPONSE TO INTERVENTION

Putnam County schools make it their mission to provide the best care and educational programs for all students. We strive to take into account current research and ever changing laws. New State and Federal Legislation mandate a new process called Response to Intervention (RtI) that goes hand in hand with No Child Left Behind. These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students. Through RtI, we provide early interventions to students who are at risk for academic or behavioral problems. The process is designed to help schools focus on high quality interventions that are matched to student needs and are monitored on a frequent basis. School personnel and parents use research and data to adapt instruction and to make educational program decisions for students. The greatest benefit of an RtI approach is that it eliminates a "wait to fail" situation because students receive additional help immediately within the general education setting. When screening data indicate a concern for a student or group of students, interventions are put into place to address these concerns.

PARENT ADVISORY COMMITTEE

Each building has a Parent Advisory Committee (PAC). This committee of parents meets on a regular basis with the building principal for the purpose of direct two-way communication between the school and the parents. The goal is to have parent representatives of each village in Putnam County and each grade level in the school. 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 3rd – 5th, 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.

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

In most cases, promotion of a student to the next grade will not take place if the student has more than one final yearly grade of "F" in the academic subjects of Reading, English, Math, Science and Social Studies. Parents of students, who are in danger of non-promotion, will be notified by registered mail on May 1st, including notification throughout the year.

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 is 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 are 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:

- 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.
- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

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 have 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.

Students will enter and exit school using the North Door (North/Flagpole). Parents may drop off students in the morning at the designated drop off area at the West end of the School only. Parents may park in the West parking lot after 8:30AM. A crossing guard will be on duty at the corner in the afternoon only.

Bus riders will be supervised by staff members and dismissed at the appropriate times through the North Door. Walkers will be dismissed from the North Door at approximately 3:05. Students who routinely ride a bus home, but who are being picked up by the parent/guardian that day, will be dismissed with walkers.

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 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 (third grade), 11:30 (fourth grade), and 12:00 (fifth grade). Recess is scheduled after 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 8:05 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 8:10 A.M. **There is no supervision for students until 7:15 A.M.** Students will be considered tardy as of 8:15 A.M.

SCHOOL PROGRAM

Putnam County Elementary 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. PCES 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, and a wide variety of academic support programs.

SCHOOL SAFETY

In order to provide as secure an environment as possible, PCES 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 designates 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. 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 3rd through 5th take the Illinois Standards Assessment Tests. This testing is required by the State of Illinois and is given in the spring on the dates determined by the State. **In addition, PCES students complete MAP testing in reading and math three times a year.**

Title I is a federally funded program that provides instructional support for students experiencing difficulties in reading and/or math. Putnam County Elementary 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 by the state. 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.

VISITORS

For security reasons, all doors to the Elementary 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 to sign in before proceeding to a classroom or other areas 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.

ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

To participate in an extra-curricular activity after school, (ie – concerts, sports, book clubs, etc.), a student must be in attendance BY 10:00 AM OF THAT SCHOOL DAY. (An exception to this would be prior approval to be granted by the school principal, I.E. DOCTOR'S APPOINTMENT, ORTHO APPOINTMENT, ETC)

A Student who receives an unexcused absence from school may not participate in the next scheduled practice or contest.

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

Eligibility is checked every week. To remain eligible, a student may have no failing grade in any academic and/or academic specials subject. If one failing grade is received, the student may NOT participate in practices or meetings and may NOT participate in any scheduled activities until the next eligibility check. If a student is ineligible for a third time during the same activity, he/she will be declared ineligible for the remainder of that activity. This eligibility applies to all extra-curricular activities.

Putnam County CUSD 535
School Calendar
 2014-15

July 31	Registration 9 a.m. – 7:00 p.m.
August 01	Registration 8:00 a.m. – 1:00 p.m.
August 14	Teacher Institute Day
August 15	Teacher Institute Day
August 18	First Day of School (2:05 p.m.. Dismissal)
August 18-22	2:05 p.m. Dismissal
September 01	No School Labor Day
September 03	2:05 Dismissal
September 17	2:05 Dismissal
October 01	2:05 Dismissal
October 10	Institute Day – No School
October 13	No School -Columbus Day
October 15	2:05 Dismissal
October 17	End of 1 st Nine Weeks
October 23	Parent/Teacher Conferences (4:00 p.m. - 8:00 p.m.) Pass out report cards.
October 24	No School-Parent/Teacher Conferences (8:00 a.m. - Noon) .
November 05	2:05 Dismissal
November 10	No School -Veterans' Day Observance
November 19	2:05 Dismissal
November 26-30	No School -Thanksgiving Break
December 03	2:05 Dismissal
December 17	2:05 Dismissal
December 19	End of 2 nd Nine Weeks, End of 1 st Semester (2:05 p.m. Dismissal)
December 20 - January 04	Winter Break
January 05	School Resumes
January 07	2:05 Dismissal
January 19	No School - Martin Luther King Day
January 21	2:05 Dismissal
February 04	2:05 Dismissal
February 12	Parent/Teacher Conferences (4:00 p.m. - 8:00 p.m.)
February 13	Parent/Teacher Conferences (8:00 a.m. - noon)
February 16	No School – Presidents' Day
February 18	2:05 Dismissal
March 02	No School- Casimir Pulaski Day
March 04	2:05 Dismissal
March 13	End of 3 rd Nine Weeks
March 18	2:05 Dismissal

April 01	2:05 Dismissal
April 03-April 12	Spring Break
April 15	2:05 Dismissal
April	Prairie State Achievement Tests (High School)
May 06	2:05 Dismissal
May 20	2:05 Dismissal
May 25	No School - Memorial Day
May 26	Teacher Institute Day - No School
May 27	Full Day
May 28	Report Card Day – 2:05 Dismissal

Emergency Days May 29 and June 01, 02, 03, 04

Dear Parent(s)/Guardian(s),

Please remove this page, sign it, and send it to school. 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,

Michael Olson, Principal
Putnam County Elementary School

My child, _____, and I have received, reviewed and understand the
Print Student's Name First and Last

2014-15 Parent-Student Handbook.

Parent/Guardian Signature

Date

Office Use:

Date Received

/_____
Initials

Recommendation to Approve Handbooks for Putnam County Schools

As superintendent, I recommend approval of all four handbooks that have been recommended by the handbook committees in all buildings. Please see the attached handbooks for review.

Rationale

All principals have held handbook committee reviews, and the handbooks are ready for approval. The one item that needs to be added later as an addendum is the usage policy for Chromebooks in the three schools next year. That needs to be passed at the July Board Meeting.

District Goal

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

Putnam County Junior High School

Mr. Carl B. Carlson, Principal
carlsonc@pcschools535.org
13183 North 350th Avenue
McNabb, Illinois 61335
Phone: (815) 882-2800 x3
Fax: (815) 882-2299

Mission Statement

**Putnam County School District- where all students will
learn and succeed, and all means ALL.**

PUTNAM COUNTY SCHOOL DISTRICT 535



EDUCATING OUR FUTURE

Putnam County Junior High School Parent-Student Handbook 2014-2015

Introduction

The faculty, staff, and administration welcome you to Putnam County Junior High School. Our educational programs which await you are challenging, motivating, and of top quality. Each instructor has taken the time to develop his/her program so that the opportunity is there for each student to achieve his/her potential both academically and socially.

In addition to the academic environment, many extra-curricular activities await interested students. The activities provide each participant with opportunities to make use of the special talents he or she may possess. Students are encouraged to participate to the fullest extent possible in extra-curricular activities.

The "middle school concept" is of major importance at Putnam County Junior High School. Our student-centered curriculum is designed to project an atmosphere of warmth and caring. Exploratory provides a variety of learning opportunities for all students. Advisory gives each student an adult on staff that knows him or her a little better, cares for him or her a bit more, and is available when the student needs help. Faculty member's work throughout the summer, collaborating in the development of interdisciplinary units in the six fundamental learning areas so that students have the opportunities to acquire not only the knowledge, but also the skills needed to work with others throughout their lives.

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 are:

Trustworthiness	Responsibility	Caring
Respect	Fairness	Citizenship

This handbook has been prepared as a reference guide for the benefit of Putnam County Junior High School students and their parents. We hope that parents and students will read the handbook carefully and keep it handy for a reference. Please pay special attention to changes to the handbook that was approved by the Board of Education at the June meeting. Those additions are typed in bold print. We also ask that you sign and return the receipt found at the end of this handbook to verify that you have received and read this handbook. We are looking forward to an exciting and successful school year and we welcome your support to make that possible.

Yours in education,

Carl B. Carlson
Principal

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Grading Scale

Report cards are distributed at the end of each nine-week period (quarter). The following marks are used:

A - 94 - 100%	Excellent
B - 87 - 93%	Above Average
C - 77 - 86%	Average, normal progress
D - 70 - 76%	Below average - promotion questionable
F - Below 70%	Failing - improvement necessary for promotion
IN	Incomplete
ME	Medically Excused
CR	Credit Given for Class

Academic Subjects

Reading/Literature
English/Writing
Mathematics
Science
Social Studies

Non Academic Subjects

Band
Chorus
Physical Education
Exploratory

Putnam County Junior High has moved from a five point scale to the four point grading scale as follows:

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0.0

These points will be used to determine high honor roll/honor roll each quarter and for potential retention.

Honor Roll

Students may earn recognition for their classroom performance through High Honors or Honor Roll distinctions.

High Honor Roll Requirements

1. A student must have a minimum of two A's and three B's in all five academic core classes
2. A student may not have less than C's in non-academic subjects.

Honor Roll Requirements

1. A student must have a B average in all five academic core classes.
2. A student may not have less than C's in academic or non-academic subjects.

Additional Factors Pertaining To Honor Roll and Report Cards

6th – 8th Grades:

1. If a student has an incomplete on his/her report card, the student will not be considered for either honor roll.
2. Signed report cards must be returned to the office on the Monday following distribution. If a parent wishes a conference with a teacher or teachers, the parent should write this request on the signed report card copy returned to the school or phone the school, (882-2800 x3) for an appointment.
3. An incomplete must be made up by the end of the following grading period; at that time grade for the material completed will be computed and marked on the report card. Incomplete grades will not be given for the final grading period.

6th - 8th Grades:

1. To remain eligible, participants in any extra-curricular activity may not fail any subject. Grades are checked every Friday (or last day of the week) for the following week's activities throughout all extra-curricular seasons. A student deemed ineligible is unable to participate on the following Monday through Saturday.
2. A student may not be excused from a class in which he/she is doing failing work to participate in

extra-curricular activities.

Placement, Promotion, and Retention

The Principal will assign students to classes as outlined in School Board Policy 7.30. Placement, promotion, or retention will be made in the best interests of the student after careful evaluation of all factors relating to the advantages and disadvantages of identified alternatives.

The Principal will direct and assist teachers in the 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 reason not related to the student's academic performance. In accordance with the *Illinois Education Reform Act* and in compliance with School Board Policy 6.230, both quantitative measures such as age, physical size, ability, and level of academic achievement as well as qualitative assessment of the student's motivation, self image, social adjustment, and readiness for work at the next grade level will be used to determine placement/promotion/retention. Such decisions will be reached with the support and involvement of the parents. If a student is currently part of a case study evaluation or receiving Special Education services, the student's educational team shall determine promotion.

In most cases, promotion of a student to the next grade will not take place if the student has more than one final yearly grade of "F" in the academic core subjects (Reading/Literature, English/Writing, Math, Science and Social Studies). Parents of students, who are in danger of nonpromotion, will be notified by registered mail on May 1st including notification through out the year.

Interim Progress Report

Midway during each nine-week period, a progress report will be mailed to parents of students to indicate those areas where the student is doing incomplete, unsatisfactory, or failing work. The student thereby has a sufficient period of time to concentrate on these areas before permanent grades are issued on the report cards. Progress reports may also be mailed which indicate excellent or satisfactory progress.

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 completing 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. Students with incomplete homework would attend an academic lunch detention instead of going to recess. An assignment that was one day late could receive up to 70% credit and anything over two days late would be a zero. If a student earned ten academic lunch detentions (ALD), they were assigned an after school detention for repeated missing work. After that every 5th ALD in the grading period results in an additional after school detention. A student that exceeds twenty faces either an in-school or out of school suspension. The total for each student would start over each grading period.

Late/Missing Homework/Academic Lunch Detention Policy

6th Grade – Late or missing homework policy remains exactly the same as it has the past two years as described above. The ALD - Academic Lunch Detention - count will restart each nine weeks.

7th Grade – Late or missing homework policy – Each student that exceeds twenty academic lunch detentions will receive zero credit for late or missing assignments. The students' number of ALD – academic lunch detentions - total would start over after the first semester.

8th Grade – Late or missing homework policy – Each student that exceeds twenty academic lunch detentions at any point in the school year will receive zero credit on late or missing homework. This total would not start over for an eighth grade student after semester.

Developing Good Study Habits

The following suggestions should help reinforce the study habits and skills being taught in school.

1. Purchase a small assignment notebook and use it for every class. School assignment notebooks are available through the school store.
2. Take notes on what is read.
3. Watch the teacher during the instructional process.
4. Review your notes before class begins.
5. Recite answers orally when studying for quizzes or tests
6. Check assignments and notebooks for neatness and completion.
7. Get assignments completed and turned into the teacher on time.

Awards

Presidential Academic Award

National selection criteria for these awards are as follows:

Recipients of the Presidents' Award for Educational Excellence must maintain an A- average or equivalent in junior high school, including the first three grading periods of their eighth grade year and meet the additional criteria set forth by the Presidents' Award for Educational Excellence.

Recipients of the President's Award for Educational Improvement must maintain at least Honor Roll performance in junior high school, including the first three grading periods of their eighth grade year.

Junior High School Academic Award

Academic Awards will be presented annually to grade eight students for the purpose of providing recognition for outstanding achievement. The guidelines that follow have been developed to govern administration of the Academic Award.

1. Only eighth grade students will be eligible for the Academic Award.
2. Eighth grade students must have maintained academic standards to place them on the High Honor Roll during ten of the first eleven grading periods of their tenure in grades six, seven, and eight.
3. Transfer students who meet the criteria found in these guidelines will be eligible for the Academic Award. Eligibility of transfer students will be determined according to official transcript records from the previous school(s) attended.
4. The Academic Award will be presented at the end of each school year during Commencement Exercises.

American Legion Award

The American Legion Certificate of Distinguished Achievement is awarded in recognition of the possession of those high qualities of honor, courage, scholarship, leadership, and service that are necessary to the preservation and protection of the fundamental institutions of our government and the advancement of society. Potential recipients (one eighth grade girl and one eighth grade boy) of this award are recommended by a vote of the eighth grade students. The staff at Putnam County Junior High makes final selection. The awards are announced and presented at the Commencement Exercises.

Fred Howard Farnsworth Essay Contest

The Fred Howard Farnsworth Essay/Art Contest deals with brief paper and art project on specific topics in the areas of conservation or ecology in Putnam County. Those papers are judged prior to the April Board of Education meeting. Winners on both the middle school (8th grade) and senior high school levels are announced at the April meeting. Monetary prizes are awarded.

Luann Acuncius Outstanding Puma

The Luann Acuncius Outstanding Puma Award has been created in the memory of Luann Acuncius who devoted her time, strength, and energy to providing a pleasant and enjoyable environment for everyone entering PCJH. The purpose of the award is to recognize an eighth grade student who has displayed the same qualities of caring, concern, love, and the willingness to help others without reward. The award is announced and presented at the commencement exercises.

Coach Lenhausen Sports Leadership Award

The Coach Lenhausen Sports Leadership Award will be awarded to one female and one male eighth grade athlete who best exemplify the CHARACTER COUNTS! The Six Pillars of trustworthiness, respect, responsibility, fairness, caring and citizenship comprise these qualities. The award winners will be selected by a vote of PCJH faculty and staff and will be given annually at the commencement exercise.

Perfect Attendance (6th – 8th Grades)

Good school attendance is important for all students. Perfect school attendance is achieved by only a very few. The school secretary, by law, keeps attendance records. Those select students who have achieved perfect attendance for a full school year are recognized annually at the Awards Assembly.

Puma Pride

Individual growth of a student is measured on what the student has been and is becoming. The committee includes the team of teachers assigned to a particular grade level VIP. The teachers meet weekly to determine students of the week and students of the month are selected at monthly faculty meetings.

Extra-Curricular Activities

Introduction

Putnam County Junior High School strives to provide a wide variety of extra-curricular activities. It is felt that each student will have the opportunity to find an activity that appeals to his/her interests and talents and each student is encouraged to participate to the fullest extent possible. Extracurricular activities are a privilege for those who participate. The following activities for 7th and 8th graders will have participation limits – softball and baseball (20), girls' basketball, boys' basketball and volleyball (15), cheerleading (16). Coaches and sponsors will conduct appropriate tryouts and choose members for these squads. Boys and girls track, 6th grade boys basketball, 6th grade girls basketball, and 6th grade girls volleyball, will have no participation limits. Sixth grade students may be allowed to try out (after the initial tryouts have been conducted) if the number of participants of 7th and 8th graders is not the maximum number allowed. This is at the discretion of the coach.

As in many public school systems, alternative methods of funding are necessary to maintain a quality extra-curricular program. Guidelines for extra-curricular activity and user fees are included at the end of this section.

Random Drug Testing of Students Participating in Extracurricular Activities

Students who wish to participate in extracurricular activities at PCJH must consent to the random drug testing policy. The policy and procedures can be found in appendix A of this handbook.

Student Code of Conduct for Extra-Curricular Participants

The Board of Education recognizes the value of extracurricular activities for our students, as well as the community. We also recognize that these activities can fill every day of the week if allowed. With respect for the schedules of our students and their families, it is the policy of the Board of Education to refrain from scheduling activities on Wednesday evenings and Sundays. The activities that relate to this policy include all extracurricular activities. We also understand that situations will occasionally arise that will be exceptions to this policy. Examples of exceptions include, but are not limited to:

- Holiday, conference, regional and state activities and tournaments.
- Special events that are generally considered family events.
- Alternative dates or the rescheduling of events due to weather or other unforeseen circumstances.

If after-school activities are held on campus on Wednesdays, these sessions will be completed by 5:30pm for grades K-8. If requests are made for activities to be held on Wednesday nights or Sunday afternoons no earlier than 2:00 pm, permission must be granted by the building principal. It should be understood that these instances would occur rarely.

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.

To be successful, a student must display appropriate behavior and a proper attitude toward practices, games, meets, coaches, sponsors, and team members. If a student's behavior or attitude is unacceptable, he/she will be dropped from the activity for the remainder of that season. A student who is dropped from one team will not be allowed to try out for any other sport during that season. In developing a proper attitude, each student must develop a degree of PRIDE in his/her own personal appearance and the way he/she participates. A student must always keep in mind that he/she is a representative of his/her school and community. It is a privilege to participate in extra-curricular activities.

The extra-curricular policy is in effect year round. If a student is not in season at the time of a violation, the conditions of the policy carry over to the next season or activity in which the student participates. Individual coaches, sponsors, sports, or activities may be stricter in their punishment. Prior to the beginning of each season or activity, coaches or sponsors will meet with their students to discuss the General Code of Conduct and each specific team or activity code.

If a student quits an activity after completing a suspension, the punishment will carry over to the next activity in which he/she participates.

The rules in this policy do not supersede any board-district or school action that may be taken.

1. SMOKING: Once practices have begun for the school year, a student possessing or using tobacco will be penalized in the following manner:
 - A. First Violation
After confirmation of the first violation, the participant shall lose eligibility for 1/4 of the season. 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 the remainder of the school year.
2. DRUGS AND ALCOHOL: Once practices have begun for the school year, a student possessing or using alcohol or drugs will be penalized in the following manner:
 - A. First Violation - After confirmation of the first violation, the participant shall lose eligibility for 1/2 of the season. 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 the remainder of the school year.
3. CRIMINAL ACTS: Athletes should avoid actions that discredit the school such as charges for battery, theft, burglary, etc. After confirmation of such violation, a meeting between the head coach, or sponsor, athletic director and principal will be held to determine disciplinary action based on the seriousness of the act.
4. ILLNESS: To participate in an extra-curricular activity after school, a student must be in attendance BY 10:00 AM OF THAT SCHOOL DAY. (An exception to this would be prior approval to be granted by the school principal, I.E., DOCTOR'S APPOINTMENT, ORTHO APPOINTMENT, ETC)
5. UNEXCUSED ABSENCES: A student who receives an unexcused absence from school may not participate in the next scheduled practice or contest.
6. QUITTING: A student who quits during the season will not be permitted to participate in that activity for the remainder of the season.

7. **ELIGIBILITY:** Junior High School: Eligibility is checked every week. To remain eligible, a student may have no failing grade in any academic and/or non-academic subject. If one failing grade is received, the student may participate in practices or meetings but may not participate in any scheduled activities until the next eligibility check. If a student is failing in more than one subject area, he/she is ineligible for practices and events until the next eligibility check. If a student receives ANY failing grade at a second check, he/she is totally ineligible for a second week. IF THAT STUDENT IS AGAIN INELIGIBLE FOR A THIRD TIME DURING THE SAME ACTIVITY, HE/SHE WILL BE DECLARED INELIGIBLE FOR THE REMAINDER OF THAT ACTIVITY. This is a cumulative procedure. This eligibility rule applies to all extra-curricular activities.
1. **EQUIPMENT & UNIFORMS:** Each student is responsible for equipment and uniforms issued to him/her. If lost or damaged, he/she will be required to pay for them at the current replacement cost after parent notification has been made.
2. **GENERAL:**
- A. **Curfew:** A student is expected to abide by the State of Illinois Curfew Statute, revised and condensed.
- B. **Rights:** In the event that a member of the Board of Education, an administrator, a teacher, or a supervisor from the school district finds a student in violation of one of these rules, the accuser, when necessary, may be required to confront the student involved and furnish the appropriate personnel with the details.

EXTRA-CURRICULAR ACTIVITY AND USER FEE GUIDELINES

USER FEE:

- Junior and Senior high school students who participate in extra-curricular activities will be required to pay a user fee according to the established fee structure.
- The user fee must be paid, or indigent application made, to the building principal prior to any type of participation in a given category. Indigent applications for waiver of the extra-curricular fees are available at the time of registration in August or before participation in the first extra-curricular activity.
- The following fee structure for student extra-curricular activity participation has been established

<u>School</u>	<u>Category</u>	<u>Junior High</u>	<u>High</u>
	*Clubs	\$15	\$25
	Puma Crew	\$ 5	NA
Performing Arts	**Instrumental	0	0
	Panteras	NA	\$30
	Chorus	0	0
	Play/Musical Cast	NA	\$20
	***Cheerleading/Athletics (per sport)	\$25	\$40

*One fee for as many clubs as desired.

** Students participating in District instrumental music programs may rent district-owned instruments from the Music Department. Students will be expected to pay monthly instrumental rental fee, unless they own and use their instruments. A rental fee of \$10.00/month will be charged for non-percussion instruments. Percussionists will be charged \$5.00/month. The instrument rental fee is not an insurance policy. Any major damage that a student might cause due to negligence will be assessed in addition to the monthly rental fee.

*** Per sport

- 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 notify the school when a family limit of \$300 in extra-curricular user fee has been reached. Charges for instrument rentals are not included in the \$300 limit.

Athletics

The athletic program at Putnam County Junior High School includes activities for both boys and girls. Boys' sports consist of baseball, basketball, and track. Girls' sports include softball, basketball, volleyball, and track. Putnam County Junior High School is a member of the Little Tri-County Conference and the Illinois Elementary School Association. The athletic program is open to students in grades seven and eight. Each participant is required to read and sign the athletic code before participating in any practices, tryouts, or games. All athletes are required to have a physical exam and school insurance or an insurance waiver signed by a parent or guardian before they can be permitted to practice or participate in any sport.

Cheerleading

The purposes of cheerleading are to promote school spirit, to develop a sense of good sportsmanship among the students, and to improve relationships between schools during athletic events. The cheerleading squad consists of two groups, one for grade seven boys' basketball, and one for grade eight boys' basketball. The 16 cheerleaders are selected in the fall for the upcoming season. The same eligibility and physical exam requirements for members of the athletic teams apply to the members of the cheerleading squad.

Puma Crew

Puma Crew is a service organization, often called the "caretakers" of Putnam County Junior High School. These are the students who assume additional responsibilities to take pride in and care for our school. Puma Crew runs concession stands at home basketball and volleyball games, operates the school store, and develops other fundraisers to support incentive days and other school activities and charities. Puma Crew is open to all students. Any student in good academic standing (passing all classes) may work concession stands and the school store, as well as participate in other Puma Crew activities. Students with un-served detentions or suspensions are prohibited from participating in Puma Crew activities.

Scholastic Bowl

The Scholastic Bowl team is an opportunity for students to test their intellectual ability against other students locally and statewide. Contests are held with schools in our area. Culmination comes in the form of regional and statewide contests.

Science Fair

Science fair is offered as an exploratory and extracurricular option for eighth graders. Science fair is a scientific investigation that involves an eighteen week project. The students write a paper, design an experiment, prepare an oral presentation and create a backboard display. When completed, the students compete at the Regional Science Fair held at NIU in DeKalb, with an opportunity to advance to the state competition at the University of Illinois in Champaign.

Spelling Bees

Each year the Peoria Journal Star sponsors a spelling bee in Marshall and Putnam Counties. Students in grades six through eight are eligible to participate in preliminary activities to select three students to represent the school. Competition advances from local to regional, state, and national levels.

Student Council

The Student Council is a delegate assembly of students representing 6th – 8th graders. The assembly consists of an executive council plus one student from each advisory section. The purpose of this organization is to sponsor major school activities and to maintain communication and promote understanding between the student body and the faculty. Membership on the council is a privilege, honor, and responsibility which many students seek each year.

Write On

The Write On Club provides an opportunity for students interested in developing their writing skills. Considerable work is done in the computer lab using the computer systems. The club meets during the extended academic period or after school to finish necessary activities.

Discipline

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when said standards are not met. These are guidelines to be interpreted by the staff members at Putnam County Junior High School. Each incident will be considered according to the individual merits of the case.

Building policies 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 alteration as becomes necessary for the routine operation of the school.

In addition to the rules outlined in this handbook, the Principal may establish certain written rules and regulations not inconsistent with those established by the board of education and the superintendent of schools.

Student Responsibilities

As in any set of rules or regulations concerning the operation of an organization designed to benefit a group of individuals, it is not possible to specify every conceivable situation. Therefore, any involvement or complicity in, or responsibility for, action that jeopardizes good order, health, safety, or the educational process will be resolved by the principal with the assistance 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. 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.

Any actions by persons, which are a violation of the criminal statute of the State of Illinois, will be subject to disciplinary action by the administration/Board of Education. Referral to the police for appropriate legal action may also result from criminal acts. Disciplinary actions include suspension and/or recommendation for expulsion from school. Putnam County Junior High School participates in the mandated reciprocal reporting of criminal activity with the authorities.

All students are responsible for the following:

1. To become informed about and adhere to the rules and regulations of Putnam County Junior High School, established by the Board of Education and implemented by the school administrator, teachers, and other staff members.
2. To respect the rights and individuality of other students, administrators, teachers, and other staff members.
3. To refrain from libel, slanderous remarks, and obscenity in both verbal and written form. Students who willfully 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. Further, students who willfully obstruct a school investigation by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and will be subject to consequences for misconduct.
4. To dress and groom in a manner that is appropriate for the environment and meets reasonable standards of health, cleanliness, and safety.
5. To be present and punctual at all required school functions including Incentive Day activities as assigned.
6. To refrain from gross disobedience or misconduct or behavior that actually or potentially disrupts the educational process.
7. To maintain the best possible level of academic achievement.

School Reporting to Law Enforcement Agencies

It is the duty of the principal to report to law enforcement any violation of the Cannabis Control Act and violations of Section 401 and 407 of the Illinois Controlled Substance Act that occur in the school,

on school property, or on a school bus. In addition, the principal will report to law enforcement any violation of Putnam County ordinance 2002-01 which makes it unlawful for any person under eighteen (18) years of age to sell, barter, chew, use possess or smoke tobacco within the corporate limits of Putnam County.

Building Policies

1. No one is allowed to leave the building or the school grounds without the permission of the principal. This rule applies as well to students attending extracurricular activities. Students may not leave the school building during extracurricular activities unless their parent accompanies them.
2. Chewing gum is allowed at the junior high school as a privilege as long as it does not interrupt the educational process of others and does not become a distraction or nuisance on school grounds.
3. No student may open the locker of another student.
4. Students are not allowed in the classrooms before school, during noon periods, or after school without permission from and supervision of a teacher, the principal, or his/her designee. Furthermore, no one is allowed on campus without authorization.
5. Fighting, encouraging others to fight or participating in "play fighting" will not be tolerated. Any student participating in such behavior may be suspended from school, expelled, or otherwise disciplined. Any student participating in fighting or instigating a fight will receive an automatic 2 (two) days out-of-school suspension for the first violation. The student must meet with the school social worker upon returning to school. Further violations will result in additional suspensions and or expulsion.
6. Possession or use of explosives, firearms, or any other object that can reasonably be considered a weapon or a look-alike shall be prohibited on school buses, in school buildings, or on school grounds at all times, including at school-sponsored events at home or away. This includes any object (purchased or home-made) that may be classified as a weapon or any part of a weapon such as a knife, laser, used bullet shell or cartridge. Violation of this rule will necessitate disciplinary actions that may include suspension or recommendation for expulsion. To bring any kind of explosive material or look alike to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look alike 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.
7. 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, or 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 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 alike 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.
8. Personal belongings such as baseball cards or other collectibles, electronic devices such as games, pagers, radio, CD players, etc. are not allowed at school. **ABSOLUTELY NO BETTING OR TRADING OF ANY ITEMS, INCLUDING MONEY, IS ALLOWED IN SCHOOL, ON SCHOOL GROUNDS, OR ON THE BUSES.** Nuisance items confiscated from a student will remain with the principal until a parent or guardian picks up the items. Parents will be notified by letter that the item will be held for two weeks after which time the school shall not be responsible for the items. Students may possess cellular phones during the school day, but may not use cellular phones during the school day. (8:05 am-3: 15 pm) Students who use cellular phones or have them in clear view during the school day will face disciplinary consequences.

9. 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 student or parent and without a search warrant.
10. Smoking, possession of tobacco products, alcoholic beverages or drugs or drug paraphernalia, or being under the influence of same, is prohibited at any time, at any school in the School District. This rule also applies at any school-sponsored activity at home or away. Violation of this rule will necessitate disciplinary actions that may include suspension of up to ten (10) days and/or recommendation for expulsion. Students who are under the reasonable suspicion of being under the influence of a prohibited substance may be asked by a school administrator to submit to drug testing. The suspicion based drug policy and procedure can be found in Appendix B of this handbook.
11. 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 and/or expulsion.
12. Damage to school property as a result of willfully irresponsible or destructive behavior by a student is not allowed; the student will be charged for the repair or replacement of the property damaged. The student may also be subject to disciplinary action.
13. Gross misconduct, which involves acts so serious that they require administrative action, could result in suspension or expulsion. Some examples of gross misconduct would include-but not be limited to-behavior that is injurious to a person or property, such as fighting; gross disrespect or insubordination, possession or use of a weapon, drugs, or drug paraphernalia, look-alike, or other controlled substances; willful disobedience; stealing; or other acts which are seriously disruptive and/or create a hazard to other students, staff, and/or school property.
14. 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 will result in disciplinary action.
15. Students are expected to be in class on time. Infractions to the tardy rule fall under the student choice discipline plan for students.
16. Students who cheat (defined as using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher) will face the following consequences:
 - First Offense – A grade of “0” for the assignment, quiz, or test.
 - Second Offences – A grade of “0” for the assignment, quiz, or test and a detention.
 - Third and all subsequent offenses – A grade of “0” for the assignment, quiz, or test and an in-school suspension.
17. 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.
18. The Board of Education recognizes that appropriate dress is necessary in order to maintain the orderly educational process of the school as well as to insure the health and safety of the students. Clearly, the responsibility for appropriate attire at school rests with the student and his/her parents. Students should maintain an appearance that will not disrupt the educational process or impair or endanger the health or safety of the student body.
19. A complete list of attire that is inappropriate for school and which might cause a disruption of the educational process would be impossible. Some examples follow which are to be used as guidelines:
 - The clothing that students wear should cover them from at least shoulder to mid thigh. Short shorts, halter or tube tops, transparent clothing, and bare midriffs are not allowed.
 - Shorts and/or pants that sag below the waist exposing under clothing are not allowed.
 - 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.
 - Outerwear, including coats, jackets, capes, hats, and bandannas are not to be worn in the

building during the day. Additionally, sports bags, book bags, etc., may not be carried during the day.

- Clothing with holes in inappropriate places may not be worn.
- Shoes must be worn at all times.
- Any clothing, symbols and so forth that relate to gang symbols, gang membership, etc. may not be worn.

Students who dress in an inappropriate manner will be given the opportunity to correct 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. The Principal will 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.

20. 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.
21. Invitations to personal parties may not be distributed 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 the school day.
22. School parties and activities are planned for the school's students. While the help and support of parents with these parties and activities is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties (Halloween, Christmas, Valentine's Day) to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

Continuous or repeated violations of the above policies will necessitate more severe disciplinary action that may include suspension or recommendation for expulsion. The administrator maintains a proper and accurate record of the offenses and disciplinary actions. In case of suspension, written notification will be sent to the parents and the Superintendent's office.

Disciplinary Options:

1. Parent conference with all the parties involved
2. Program modification
3. Temporary removal from class
4. Financial restitution (in cases where damage or loss is incurred)
5. In-school suspension (length to be determined by the Principal)
6. Out-of-school suspension (length can be from one to ten days)
7. If necessary: law enforcement involvement
8. Withdrawal of privileges
9. Expulsion - must be by recommendation of Principal and/or Superintendent with approval of the school board
10. Other options as deemed appropriate by the administrator

Detention Procedures:

Sixth through eighth graders will follow the guidelines set forth through the student choice discipline plan. Detentions can be either behavioral or academic. Students in grade sixth through eighth will be issued a detention after the student receives three (3) strikes for violating classroom rules during a single class period. A student that acquires five (5) tardies in the same class during a grading period will receive a detention. Also, a student that accumulates a total of ten strikes in the same class will be referred to the office and issued a detention.

A detention notice will be given to the student at least one day prior to the assigned detention. Additional copies will be forwarded to the office and the student's VIP teacher on the day the notice is given. The student must return his copy, signed by the parent or guardian, to the VIP teacher at the start of the next school day. If a student fails to return his signed copy, an additional detention may be given. Any student returning a detention notice with a forged signature could be subject to disciplinary

action including suspension or expulsion. On the day of the detention the home is responsible for providing transportation for the student.

Detentions are served on two days during the week (Normally Mondays and Wednesdays) from 3:15-5:00 p.m. While serving a detention, students are given a disciplinary packet to complete that outlines behavior modification and making better choices for themselves.

Detentions that need to be rescheduled more than once will result in the following:

- First time - In-school suspension for the length of the detention.
- Second time - Saturday detention or one day out-of-school suspension as determined by the principal.

Those students who receive more than two detentions within one grading period are subject to more severe consequences AS FOLLOWS:

- 3rd Detention – Served as a Saturday detention (8:00 am – Noon) or In-School Suspension
- 4th Detention – Served as an in-school suspension or Out of School Suspension
- 5th and all subsequent detentions – served as an Out-of-School Suspension

Any student receiving a detention to be served on the day of extra-curricular practice or contest will not be allowed to participate in the practice or event on that date. Missing two practices or contests as a result of a detention will result in an unexcused cut. Detentions will not be rescheduled due to extra-curricular activities.

Saturday Detention

This program provides an alternative to certain out-of-school suspensions and another level of detention for more serious offenses. For example, Saturday detention might be appropriate in the case of a student who would otherwise be suspended out-of-school for failing to serve detention(s). This program would not be an option for offenses considered gross misconduct, e.g., swearing/disrespect to staff and/or fighting.

Saturday detentions are served at the junior high. They begin at 8:00 a.m. and conclude at 12:00 p.m. Students who are late will not be admitted and will have their detention rescheduled. Students who fail to attend Saturday detention will be suspended from school for 1 day or serve their original suspension, whichever is greater. Students will report to the designated room 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 at the detention room 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 players of any kind, etc. allowed. Students are to remain in their assigned seats the entire time. A restroom and water fountain break will be determined by the detention supervisor.

Students may also be assigned a Saturday detention after accumulating too many after-school detentions. Any student who misses more than two detentions may be required to serve those detentions during a Saturday detention session.

Definitions of Suspension and Expulsion

Suspension

Suspensions are considered unexcused absences and students may not receive credit for work during the period that they are suspended. The student has a right to the work that was done, and may complete assignments and have them corrected. However, it is the student's responsibility to obtain these assignments. When suspended, students are not to be on campus or at any extra-curricular events.

Expulsion

In cases of gross misconduct or disobedience, the Principal may recommend to the School Board that expulsion proceedings be initiated. The Board has the authority to expel a student for the remainder of the school year or up to one year.

In-School Suspension

1. A student who is suspended from class will work on any class work for the day plus additional assignments that the teacher assigns in lieu of classroom participation.
2. The student will report to the office upon arrival at school with all the necessary materials to do the assigned work.
3. The student will remain in the assigned seat unless given permission by the Principal or his/her designee to move.
4. The student is not allowed to sleep, talk, or sit and stare.
5. The student can work only on assigned class work. If the student has extra time he/she will be given extra work or be allowed to read a book. Work is checked to make sure that it is complete.
6. The student will be escorted to the restroom and then to the cafeteria to get his/her lunch tray. He/she will eat alone in the suspension area.
7. Violation of an in-school suspension could result in additional time (another day of in-school suspension) or if deemed necessary by the Principal an out-of-school suspension or Saturday detention.
8. An in-school suspension prohibits a student from participating in any extra-curricular activities (including games or practices) on the day of the suspension.

PARENTS AND STUDENTS PLEASE NOTE: If a disciplinary consequence causes a student to miss a game or activity which is changed to another day, the student will still miss the activity regardless of the date of serving the consequence.

Student Transportation

Generally, students cannot be transported on a bus other than the one to which they have been assigned. The only exception to this would be a genuine family emergency; the parent or designee would need to work with the Principal to arrange alternative transportation. Students can be issued a pass allowing them to be dropped off at a different bus stop on the students assigned bus route if a note, dated and signed by the parent, is brought to the office. In an emergency ONLY, a phone call from the parent or designee could be accepted.

School Bus Conduct Guidelines

Proper bus conduct is emphasized every year at the start of school. It is recommended that all riders, parents of riders, and staff become thoroughly familiar with the following regulations governing school bus riders.

While waiting for and approaching the bus:

1. Riders must be on time at the designated school bus stop. This bus will not wait for you.
2. Stay off the road at all times while waiting for the bus.
3. 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:

Much of the student transportation for the district is provided through Illinois Central Bus Company. Bus riders are expected to comply with the following rules, which are posted in each of the Ryder buses.

Use of Cameras on School Buses

Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random. Viewing 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, transportation director, bus driver, sponsor, coach or other supervisor. Videotape may be reused or erased unless it is needed for an educational or administrative purpose.

In addition to the video portion of the tape, the audio portion may also be reviewed by the administration for investigative purposes.

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.

1. Follow the drivers' instructions.
2. Do not eat, drink or smoke on the bus.
3. Keep all harmful materials (drugs, tobacco, 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.

Bus riders are required to follow the rules posted within the bus. These rules can be summarized and following these four basic rules can substantially heighten the safety of each student:

1. Obey the driver at all times.
2. Stay in your seat when the bus is moving.
3. Keep hands, feet, and objects to yourself.
4. Keep the noise level down at all times on the bus.

Bus Misconduct Consequences

Appropriate conduct is expected at all bus stops and on the bus. Inappropriate behavior that creates a safety hazard, distraction to the bus driver, and/or infringes on the rights of other students will result in disciplinary consequences.

Application of bus misconduct consequences shall be determined at the discretion of the building principal, (WHO HAS THE AUTHORITY IN DETERMINING THE VALIDITY OF EACH BUS INCIDENT) and shall include, but not necessarily be limited to, the following consequences: (7.220=R -SCHOOL POLICY)

FIRST OFFENSE - Written warning from bus driver to the Principal. Parental warning and detention or loss of recess may be assigned.

SECOND OFFENSE – Written incident report from the bus driver to the Principal. Parental notification and detention or loss of recess will be assigned.

THIRD OFFENSE – Written incident report from the bus driver to the Principal. Parental notification and bus suspension up to 9 days.

FOURTH OFFENSE - Written incident report from the bus driver to the Principal. Parental notification and bus suspension up to 10 days. BUS EXCLUSION FOR REMAINDER OF THE SCHOOL YEAR MAY BE RECOMMENDED TO THE BOARD OF EDUCATION.

FIFTH OFFENSE - Written incident report form from the bus driver to the Principal. PARENTAL NOTIFICATION AND BUS EXCLUSION FOR REMAINDER OF THE SCHOOL YEAR WILL BE RECOMMENDED TO THE BOARD OF EDUCATION.

THE ABOVE OUTLINED PROCEDURES ARE ACCUMULATIVE PER SEMESTER. IN ADDITION, A STUDENT MAY BE SUSPENDED OR EXPELLED FROM THE BUS AT ANY TIME FOR GROSS DISOBEDIENCE OR MISCONDUCT.

Normal school attendance as outlined by the Illinois School Code is expected of all students. Students suspended from riding the bus must attend school or be considered truant.

NOTE: Bus riders are also subject to the rules applying to conduct on the school premises or at school events when using bus transportation.

General Information

School Hours

The office is open from 7:45 AM - 4:00 PM daily. The school day for 6th-8th grade students is 8:00 AM–3:15 PM.

Attendance

All students are required by law to attend school each day it is in session. Punctuality and regularity in attendance relate positively toward school achievement. Irregular school attendance makes the student feel insecure and requires a period of readjustment that slows down learning.

Tardiness is a part of attendance. Students are required to be in class on time. A student will be considered tardy if he/she is not in the classroom with required textbooks and materials when the tardy bell rings.

Attendance is computed and recorded as follows:

Tardy - Absent one hour or less.

Absent ½ day - Absent one to three and one-half hours.

Absent all day - Absent more than three and one-half hours.

PARENTS OR GUARDIANS ARE TO CALL THE ABSENTEE REPORTING SERVICE AT 815-882-2800 x7 FOR THEIR CHILD PRIOR TO 10:00 A.M. THE DAY THE STUDENT IS ABSENT. IT WILL BE ASSUMED THAT THE STUDENT IS TRUANT UNLESS A PARENT/GUARDIAN CALLS BEFORE 10:00 A.M. ON THE DAY OF THE STUDENT'S ABSENCE. THE STUDENT WILL THEN RECEIVE AN UNEXCUSED ABSENCE.

A health certificate from a doctor is required for any of the following: contagious diseases, rashes, surgery, illness requiring a physician, absences of more than three days, and excuses from physical education classes.

When it is necessary for a student to be released from school before regular dismissal time, the parent or guardian must call prior to the student's release time. The student is required to report to the office for an early dismissal slip prior to leaving the building. This early dismissal slip is to be given to the teacher when the student leaves the classroom. The parent or guardian will pick up the student in the school office. Students must sign the Departure/Return sheet in the office when leaving or returning to school at irregular hours.

If there is a possibility of a student being absent for more than one day, the parent should make the school aware of this possibility and no further calls will be necessary. For extended absences, phone calls on the first day of the student's absence and the day of the student's return are all that is required.

In order to provide adequate preparation time, parents or guardians requesting textbooks and/or assignments during their child's absence should contact the office prior to 8:30 A.M. Textbooks and/or assignments can then be picked up after 3:15 PM and before 4:00 PM.

Parents may request and pick up assignments for their child when he/she is ill or unable to attend school. Additional assignments may be requested when the previous ones have been returned to the teacher for evaluation. Work not returned must either be made up or a grade of zero will be recorded.

EXCESSIVE ABSENCES

To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of five absences per semester. The sixth 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 (7th) 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 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 (10th) 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 10th, 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 10th 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 REAONS WILL BE BLOCKED AND COUNT AS ONE DAY ABSENT FOR THE PURPOSES OF THIS POLICY**

It is within the sole discretion of the junior 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 is the only person who can excuse absences.

Make Up Work

Excused absences require that the student make up any work missed. It is the responsibility of the student to get assignments from the teachers. Ordinarily, the amount of time allowed will be the length of the absence.

Unexcused absences require that the student do extra assignments, approximately double the length of the regular classroom assignment. Students will receive credit for these assignments when they are completed and given to the teacher.

Pupil Absences for Vacation

Students whose parents take them out of school to accompany the family on a vacation or business trip will not be penalized. When arrangements are made in advance between the parents and the teachers, no penalty shall be made to a student's grade other than that normally resulting from missing class work.

Homework Requests During Absences

Homework assignments will be provided for students who are absent. Please contact the school prior to 8:30 a.m. with your request. Assignments will be ready for pick-up after 12:30 PM and before 3:30 PM

Parent Advisory Committee

The Parent Advisory Committee (PAC) for Putnam County Junior High is a committee of parents' representative of each village in the county and each grade level in the school. The purpose of the PAC is to provide direct two-way communication between the school and the parents. The committee will meet once each grading period (quarter) of the school year. One third of the PAC will rotate off each year in order to provide opportunity for as many parents to participate as possible but still provide continuity for the committee. Parents who are interested in serving on the PAC are encouraged to contact the building principal.

Response to Intervention (Rti)

The Putnam County Junior High Rti team exists to assist students with problems related to academics, attendance, behavior, social/emotional, and other health related issues. The team consists of a coordinator and several staff members working together to develop an action plan of appropriate helping resources. Students may be referred to the program by faculty, staff, parents, or they may refer themselves. The goal is to develop the student's skills so that they can be successful in their academic experience. The services provided to students take precedent over exploratory course work within the school day.

Social Work

School social work services are available for all students and their families attending Putnam County Schools. Parents, students, or school staff may request social work service or consultation. All attempts will be made to coordinate services with the student's family, and parental consent will be required for ongoing services to students under the age of 12 years. School social workers provide individual, group, and classroom based services. Student/family confidentiality is a paramount concern of the school social worker.

Incentive Days

On various occasions throughout the school year, students who have earned the opportunity may participate in Incentive Days. All students are expected to attend school on the Incentive Days as these days count as regular attendance days. If a student earns a detention, suspension, or expulsion, they are not eligible to participate on Incentive Days. If a student has excessive absences and/or excessive missing assignments prior to an Incentive Day, students may not be able to participate in order to catch up on missing work. Students who do not earn the reward or have make-up work to complete will be placed in a study hall.

Media Center/Computer Labs

The media center and computer labs are important elements of the educational program at Putnam County Junior High School. These areas provide students with opportunities for leisure reading, research, use of audio/visual materials, computer use, etc.

Except for 5th hour, the media center/computer labs are open to students from 7:30 A.M. to 3:15 P.M. When classes are in session at other times during the school day, students must have a pass from the classroom teacher before students can precede to the media center or computer labs.

When the new library system is in operation, there will be a five cent charge, starting the day after it is due, when the fine gets to \$2.00 the student is delinquent and cannot check out another book until the fine is paid. If the fine hits \$5.00, PCAT blocks the student from checking out any books. If a book is lost or damaged a letter will be sent out, but the system again will block the student from checking out a book, until the book is paid for.

Authorization for Internet Access

Each year, employees and students in Putnam County C.U.S.D. #535 are required to sign the Acceptable Use Policy in order to have access to the Internet and/or use e-mail. Parents who want their child to have Internet access must sign, date, and return the form sent by the school each year. The form states the following:

I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the term of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Misuse of the Internet and/or the computer lab may result in the loss of privileges and other disciplinary actions including but not limited to detention or suspension.

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

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. All students go directly to the cafeteria at lunchtime. Students have the option of selecting three items from the meal for that day. Food is not to be taken from the cafeteria at any time.

Students can pay for lunches in the office before school from 7:30-8:00 a.m. each day that lunch is served. It is the student's responsibility not to lose his or her lunch money. The school does not permit and is not responsible for those students who lend lunch money to other students.

In the event that it becomes necessary for a student to charge his/her lunch, it must be paid the following school day. Should there be a third charge, the student is notified to bring a sack lunch until all charges are paid off and additional money needs to be put into the student's lunch account. Parents will also be notified of the charges as well. A cold sandwich or peanut butter sandwich will be provided if necessary. The cost of the school lunch is \$2.00 and breakfast costs \$1.20 per day.

The use of the lunch program is a privilege. Repeated infractions of rules will jeopardize this privilege. Table manners appropriate for a public dining room are required. Food may not be traded or exchanged. When leaving the cafeteria, students form a single line to dispose of garbage. Glass bottles or cans are not allowed in the building.

Emergency School Closing/Inclement Weather

Schools may be closed unexpectedly due to severe weather, power failure, heating problems or for other reasons. In the event of an emergency, an attempt is made to notify as many homes as possible. The decision to close is made by the Superintendent and is based on information obtained from the local road officials, observations by the bus drivers, and personal inspections by the superintendent. Often this decision cannot be made much before the time buses are scheduled to leave in the morning.

Parents are encouraged to listen to local radio stations for information about the closing of school during inclement weather conditions. The following radio stations broadcast the information about the closing of school:

		A.M.	F.M.
WLPO/WAJK	LaSalle	Dial 1220	Dial 99
WIZZ/WSIQ	Streator	Dial 1250	Dial 98
WLRZ	Peru		Dial 101
WZOE	Princeton	Dial 1490	Dial 98.3

If there is no radio broadcast, consider that school will be in session. Please do NOT call the school office. It is important for school phone lines to remain open for important instructions and staff communications.

Lost and Found

Found articles are to be brought to the Lost and Found outside the office door. Students who have lost articles are to check to see if they have been turned in. Please put a nametag on your child's outer clothing, boots, and other supplies to help return any items that may have been found.

Withdrawals and Transfers

When students move from the District, parents must notify the school at least one day in advance. This allows time to complete transfer information for the school and get the parent's signature on the Release of Records and other required forms. Books must be returned to the teachers and any remaining fees must be paid in the office.

Accidents - First Aid - Illness

Our primary objective is to prevent accidents by close supervision. The school is equipped to render only minor first aid when accidents do occur. We are prohibited by law from going beyond this. Parents will be contacted and requested to come to school and assume the responsibility for any additional health care or decisions about what to do. Also, parents of students who become ill at school or are running a fever will be contacted to come for the child. The child must be fever free for 24 hours before returning to school. An Emergency Information form is sent home each year for the parents to correct and update. This information is essential when a child needs medical attention. Please keep the school informed of changes. In case of an emergency and a parent cannot be reached, the "Emergency Procedures" section will be followed. Please include in this section two names of adults who live in the District who can accept full responsibility for your child's care.

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 "Medication Administration/Consent Form" and "Asthma Inhaler or Epinephrine Auto injector 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.

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 Board of Education that District personnel shall not assume responsibility for administering medications 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, name of medication, purpose, and duration
2. Time to be administered and dosage
3. Possible side effects of medication
4. Statement from the parent that the school will not be held responsible for any results of the medication.
5. 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.

Medication must be brought to/from school by the parent/guardian. When it is brought to school, it must be in the original container that 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.

These instructions apply to administering over the counter medication as well.

Forms to complete the above requirements are available in the office of each school or on the district website.

Commencement Attire

Gowns are required for the commencement ceremony. Students are measured for gowns at the school and charged a fee for the gown. The gown becomes the property of the student upon payment. Students should dress appropriately under the gown.

Care of School Property

Parents and students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students, who disfigure property, break or do other damage to school property or equipment will be required to pay for the damage done or to replace the item.

Use of Telephone

Telephones in the school are for business purposes and may be used by students only in an emergency. A message from parents will be relayed or the student will be permitted to return the call. Except in emergencies, students (and teachers) will not be excused from class to come to the phone.

Personal Belongings

The school cannot be responsible for items such as electronic devices, I-Pods, gaming systems, cell phones, cameras, baseball cards, etc. Personal items not required for the school program are not permitted at school.

Lockers

All students are assigned book lockers, with combination locks. In order to protect possessions, students must comply with the following procedures:

1. Keep your combination a secret.
2. Keep your belongings in your own locker.
3. Be sure your locker is closed and locked when you leave it.
4. Keep your locker neat and clean, inside and outside.
5. Open and close your locker carefully. You are responsible for damage to the lock or locker.
6. No student is allowed to open the locker of another student.

Cell Phones

Cell phones have become an issue and a distraction during the school day. Students with cell phones at school should have them turned off and in their lockers during the school day to avoid unnecessary disturbances.

1st Offense = Warning and phone call home to parent about incident.

2nd Offense = Detention and parent picks up phone from school office.

3rd Offense = Detention/Suspension and parent picks phone up in the office. If this continues to be a problem, a parental meeting with administration will take place to discuss the issue behind the repeated misuse during the instructional periods of the day.

Locker and Desk Inspections

Lockers, desks, and other school property used for storing individual items must be used solely for storing items acceptable to the school. These areas may be inspected to ensure compliance with acceptable school use. Any inspection of the facilities will be made in a non-discriminatory manner. NOTE: Lockers and desks are school property and therefore subject to inspection at the discretion of school personnel.

Visitation

Parents are always welcome to visit Putnam County Junior High School. Parents should call in advance if a conference with a teacher or teachers is desired. The office needs to be notified if the parent intends to eat hot lunch. As required by the Illinois School Code, all visitors must report directly to the office before visiting any room or area of the building or campus. Students are not allowed to bring visitors to school as there is no apparent educational value to such visits and the educational process for enrolled students may be adversely affected.

Student Records - Rights of Parents and Students

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record, including family background information, test scores, psychological evaluation, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely within five years after graduation or permanent withdrawal.
3. Parents have the right to:
 - a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed 35 cents per page. This fee will be waived for those unable to afford such costs.
 - b. Challenge the contents of the records by notifying the Principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If satisfaction is not obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - c. Receive copies of records proposed to be destroyed upon graduation, transfer, or permanent withdrawal from school.
 - d. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, state, and federal education officials have access to student records for education and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
5. The following is designated as public information and may be released to the general public unless the parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parents' names and addresses, information about participation in school-sponsored activities and athletics, the student's major field of study, and period of attendance in the school.
6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit, or insurance.
7. Full and complete copies of the laws, rules, and regulations on student records are on file with the records custodian of each school and the superintendent of the district. Parents or eligible students are encouraged to contact local school district authorities if further information is desired about the above regulations or local board policies.

Sex Equity Title IX and Civil Rights Section 504

All students regardless of sex, race, color or creed are eligible for enrollment in all programs and/or activities in Putnam County Junior High School. Those students who feel they have been excluded because of sex and/or believe that their civil rights have been violated should contact the Title IX Coordinator, District Superintendent, 402 East Silverspoon Avenue, Granville, Illinois 61326. Phone: (815) 339-2238.

School Safety

In order to provide as secure an environment as possible, Putnam County Junior High School is included in the Putnam County Community Unit School District #535 Safe School Plan. This plan included not only school staff but also local law enforcement personnel. 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. From there, law enforcement authorities or the state police will follow-up on the report.

Fire Drills

Fire drills will be held throughout the school year in order to become routine. Participants must be serious and diligent at all times. Students and teachers will follow these general regulations during a drill or actual emergency.

1. Notification will be made by a steadily sounding horn.
2. Following your teacher's instructions, proceed in a single file from your room to your designated area.
3. Walk briskly, but do not run. Do not talk.
4. Teachers will see that doors and windows are closed and lights are out when leaving the building.
5. Students out of the room when the alarm sounds are to exit building at the nearest exit and rejoin their class.
6. Attendance is to be checked by the teacher when the class arrives at its designated area to account for all students assigned to them.
7. The principal or his/her designee will notify teachers and students when to return to the classroom.

In case of fire, pull the nearest alarm and report the location of the fire to the nearest teacher, and if possible, to the office.

Bus Evacuation Drills

Annually, our school bus transportation provider will bring buses and personnel to the school for the purpose of conducting bus evacuation drills for students, grades 6th – 8th.

Disaster Drills (Remain in the building)

Disaster drills will be held periodically throughout the school year. Participants must be serious and diligent. A few general regulations are necessary:

1. Notification will be made by announcement over the P.A. System: in the event that there is no electricity, notice to take cover will be made by three 5-second blasts at brief intervals from an air horn.
2. Pupils are to remain in their designated area until instructed to do otherwise.

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 re-inspected for asbestos-containing building materials by an accredited inspector. Also, an accredited Management Planner has prepared an Asbestos Management Plan. 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.

SEXUAL HARASSMENT POLICY

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.

RECORDS ACCESS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford 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 District official to whom the request was submitted does not maintain the records, 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 officials 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.

Model 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 a program of the U.S. Department of Education (ED) funds more of the following protected areas (“protected information survey”) if the survey in whole or in part -

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; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. 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
3. 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 Ave., SW; Washington, D. C. 20202-5901

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.

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.

SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY

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 in compliance with applicable laws governing drug and alcohol testing of students.

LEGAL REF.: *Vernonia School Dist. 47 v. Acton*, 515 U.S. 646 (1995).
Willis II v. Anderson Community School Corp., 158 F.3d 415 (7th Cir. 1998).

CROSS REF.: 7:140, 7:190, 7:200, 7:210

APPROVED: January 28, 2002

ADMINISTRATIVE PROCEDURES RULES FOR CONDUCTING SUSPICION-BASED DRUG AND/OR ALCOHOL TESTING OF STUDENTS

- I. Purposes
The purposes of Putnam County Community School District No. 535's Suspicion-Based Drug and Alcohol Testing Policy are 1) to protect the health and safety of students 2) to enforce the Board of Education's policy prohibiting the possession or use of drugs or alcohol by students on school grounds or at school-related activities and 3) to offer counseling at the parents' expense as an alternative to punitive action for first time offenders.
- II. Definitions
 - A. Reasonable Suspicion is a reasonable belief that a student is violating a school rule regarding the possession or use of drugs or alcohol; reasonable based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the student. The observation may relate to the chronic and withdrawal effects of controlled substances.
 - B. Prohibited Substances are substances prohibited under the District's Student Discipline Policy.
- III. Breathalyzer Testing
 - A. Reasonable Suspicion
 1. When a District employee has reasonable suspicion to believe that a student is under the influence of

alcohol, the employee shall report the student to the principal or District administrator.

B. Testing Procedures

1. The principal or District administrator may request that the student submit to a Breathalyzer test to determine if there is any alcohol in the student's system.
2. If the student consents to the test, the test will be performed by a private service provider trained in administering the test. Two District employees shall observe while the test is administered.
3. A student who refuses to undergo a breathalyzer test may be disciplined in accordance with Board Policy, based upon the facts giving rise to reasonable suspicion that the student has violated Board Policy which may include the following:
 - a. Voluntary, successful alcohol counseling from an approved provider by the administrator.
 - b. Suspension
 - c. Expulsion
 - d. Alternative /Safe School recommendation
 - e. Or any combination of any of the above

III. Drug Testing

A. Reasonable Suspicion

When a District employee has reasonable suspicion to believe that a student is under the influence of drugs in violation of Board Policy, the employee shall report the student to the principal or District administrator.

B. Testing Protocol

1. The District will select St. Margaret's Hospital or any of their affiliated agencies. They are to follow the standards for drug testing established by the Clinical Laboratory Improvement Act (CLIA) and its implementing regulations and be certified by the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) or a comparable accrediting organization.
2. The selected laboratory will provide training and direction to those who supervise the testing, set up the collection environment and supervise the chain of custody of specimens.
3. After it is collected by St. Margaret's and turned over to the testing laboratory, each specimen shall be tested for the presence of prohibited substances.

C. Testing Procedures

1. The student will be required to provide a urine sample according to the quality control standards and policy of the laboratory conducting the urinalysis. The principal or District administrator will escort the student to the collection site. The student will not be allowed to go to his/her locker prior to testing.
2. Before submitting the specimen, the student will fill out, sign and date any form, which may be required by the testing laboratory. The form shall state that if a student chooses, he/she may notify the principal or District administrator or tester that he/she is taking prescription medication, or of other circumstances which may affect the results of the test.
3. A sanitized kit containing a specimen bottle will be given to the student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign a form confirming that the specimen has been sealed. Only the laboratory personnel testing the specimen may break the seal.
4. The person administering the test will be of the same gender as the student providing the sample. Each student will be asked to remove his/her coat and wash his/her hands in the presence of the test administrator prior to entering the restroom stall. The door of the stall will be closed so that the student is by himself/herself while providing the specimen. The test administrator will wait outside of the restroom stall. The student will have two minutes to produce a specimen. The toilet will contain blue dye so the water cannot be used to dilute the sample.
5. The student will remain at the collection site until the student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and disciplined according to Board policy. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure.
6. If tested at school, after the student has produced a specimen, lab personnel will seal and transport the specimen to the testing laboratory. Testing can also be held at St. Margaret's or any of their affiliated agencies.
7. If tested at school, a specimen is deemed invalid if its seal is tampered with or broken after leaving the student's possession and before arriving at the lab. If a specimen is deemed invalid, the student will be asked to provide another specimen as soon as possible.

D. Confidentiality

1. In order to maintain confidentiality, urine specimens will not be identified by the name of the student who provided the specimen. The container will be identified through a random identification number. The results of the urinalysis will be mailed back to the principal or

District administrator with no student name attached; only the random identification number will appear on the results sheet.

2. Positive test results will be disclosed on a "need to know" basis to school personnel.
3. School personnel with knowledge of drug test results shall not disclose the test results except as may be required to enforce this policy.

E. Notice of Test Results and Consequences

1. Upon receipt of the test results from the laboratory, the authorized employee will notify the student and his/her parent(s) or guardian(s) of the test results. The student and his/her parent(s) or guardian(s) may submit any additional information challenging the positive test result. The student and his/her parent(s) or guardian(s) may also challenge the test results by requesting that a certified laboratory of their choice, at their expense, test the urine specimen again.
2. If the urinalysis indicates the presence of prohibited substances in the student's system, the student shall be referred for discipline as provided by Board Policy which may include the following:
 - a. Successful counseling from an approved provider by the administration.
 - b. Suspension
 - c. Expulsion recommendation
 - d. Alternative/Safe School recommendation
 - e. Or any combination of any of the above
3. The results of the urinalysis test may be used in a student discipline hearing.
4. A student who refuses to undergo the urinalysis based upon reasonable suspicion may be disciplined on the basis of facts giving rise to reasonable suspicion, but shall not be subject to additional discipline for refusal to submit to urinalysis.

IV. Financial Responsibilities

- A. The District will pay for all initial testing and any follow up testing necessitated by invalid specimens.
- B. Any additional testing will be at the expense of the student and his/her parent(s) or guardian(s).

LEGAL REF.: *New Jersey v. T.L.O.*, 469 U.S. 325, 333 (1985)
Vernonia School District 47 v. Acton, 515 U.S. 646, 115 S.Ct. 2386 (1995)
Bridgeman v. New Trier H.S.D., NO. 203, 128 F.3d 1146 (7th Cir. 1997)

CROSS REF.: 7:140, 7:240, 7:241, 7:300

APPROVED: January 28, 2002

RANDOM DRUG TESTING OF STUDENTS PARTICIPATING
IN EXTRACURRICULAR ACTIVITIES
GRADES SIX THROUGH TWELVE

Students who avail themselves of the privilege of participating in grade six through grade twelve extracurricular activities in Putnam County School District 535 act as representatives of the District, and are viewed as leaders within the school and community.

To protect the health and safety of students engaging in extracurricular activities and to insure that student leaders and School District representatives maintain high standards of conduct, it is the policy of Putnam County School District to require that students submit to random drug, alcohol or tobacco testing as a condition of participating in extracurricular activities. The Administration shall establish rules and regulations implementing this policy.

Nothing in this policy precludes administering a drug, alcohol, or tobacco test to a student participating in extracurricular activities based on reasonable suspicion that the student is violating the Board of Education's policy prohibiting drug or alcohol use. Any drug, alcohol, or tobacco test on the basis of reasonable suspicion conducted shall be performed in accordance with the test procedures specified in the rules implementing this policy.

LEGAL REF.: *Vernonia School Dist. 47 J v. Acton*, 515 U.S. 646 (1995).
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir. 1998), *cert. Denied* 119 S.Ct. 68 (1998)
Schuill by Kross v. Tippecanoe County School Corp., 864 F.2d 1309 (7th Cir. 1988).

CROSS REF.: 7:140, 7:190, 7:200, 7:210

APPROVED: April 15, 2002

ADMINISTRATIVE PROCEDURES
RANDOM DRUG TESTING OF EXTRACURRICULAR
PARTICIPANTS IN GRADES SIX THROUGH TWELVE

I. Purposes

Putnam County School District recognizes that there is a high incidence of alcohol and drug abuse by students nationwide, which is in epidemic proportion. We also recognize that some Putnam County students, and in particular, participants in extracurricular activities have used alcohol and have or will experiment with illegal drugs, alcohol and/or tobacco during their school years. Because participants in extracurricular activities are especially respected in our society and held in high esteem by our student body, they are expected to be good examples of conduct, sportsmanship, and training, which includes abstaining from the use of drugs, alcohol, and tobacco. Moreover, participants in extracurricular activities who use illegal substances can be a danger to themselves both in and out of the extracurricular activity.

In order to provide for the health and safety of the individual participant and other participants, as well as, to provide a legitimate reason for the students to say "NO" to drug and alcohol use and to provide an opportunity to those taking drugs to receive help in locating programs that can provide assistance, Putnam County High School and Junior High School will conduct a random drug testing program for extracurricular participants. The program is not designed to be punitive. It is designed to prevent drug, alcohol, and tobacco use, to educate student extracurricular participants as to the physical, mental, and emotional harm caused by drug, alcohol, and tobacco use/abuse, to create and maintain a safe and drug free environment for students and to assist them in getting help when needed.

Our purpose of this policy is to deter the use of prohibited substances and to protect the health and safety of students. Another purpose is maintaining high standards of conduct for extracurricular participants as role models and representatives of the District. It is not designed to provide a means that the school may use to discipline a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to participate in extracurricular activities and for no other disciplinary purposes.

II. Definitions

- A. Extracurricular Activities (are) school sponsored activities outside of the regular school day, conducted by and representing Putnam County Schools where participation is voluntary, no academic credit or grades are awarded, and are competitive or performance in nature in grades 6-12, including but not limited to the following list of extracurricular activities: Junior High School Athletics, Scholastic Bowl, High School Activities, Band and Choral competition, Scholastic Bowl, drama contest, drama performance, cheerleading, Panteras, and FFA competition teams.
- B. Extracurricular Participant (is) any student who is trying out for or participating in any school activity listed above.
- C. Prohibited Substances are substances that are prohibited under the District's Student Discipline Policy or defined by criminal statute of the State of Illinois, alcohol and tobacco.
- D. Self-Reporting is the process of a student voluntarily coming forward and seeking help for a problem with an illegal drug, alcohol, or tobacco.

III. Consent

- A. Consent Form – To try out for or to participate in any school sponsored extracurricular activity, the student must read this policy and sign a consent form by which the student agrees that as a condition of participation in extracurricular activities, he/she (hereafter "the participant") will consent to the substance testing program outlined in this procedure. The parents or guardians of the student will be informed of the policy and procedures of the testing program and an open sign up period designated to extend until the beginning of the school year. Students deciding to try out or participate in an extracurricular activity after the first day of school will be required to be tested at the parent/guardian expense after the signed consent form is returned. This testing will occur on the next scheduled testing date; the participant will remain eligible for testing for the remainder of the school year (see non-initial consent).
- B. Student Transfers – A student that transfers into Putnam County Schools will be provided a copy of this policy. Transfer students and their parents will be given a reasonable period of time (not to exceed five school days) to determine whether or not the student intends to

participate in the activities described. If within that period of time the student decides to participate then a consent form must be signed. The student is then eligible and the name will be entered into the pool of names and remain subject to testing throughout the year.

- C. Non-Initial Consent – Students deciding to participate after the initial sign-up deadline will be required to be tested at the parent/guardian’s expense after the signed consent form is returned. This testing will occur on the next scheduled testing date. The participant will remain in the testing pool for the remainder of the school year. The student will become eligible for participation four weeks after the testing date.
- D. Re-consent – Should a student decide to resume participating in any extracurricular activity or activities, such student shall be treated as a student who decides to participate after the initial sign up period.
- E. Withdrawal of Consent – Consent for participation may be withdrawn under the following conditions:
 - 1. Should a student be unsuccessful in trying out for a team or activity under the tryout procedures of the school choose not to be involved in any other activity for the remainder of the school year, the parents/guardians shall send a letter requesting the removal of the student’s name from the random list.
 - 2. Should a senior student choose not to be a participant in any additional qualified extracurricular activities for the remainder of the student’s career, the parents/guardians shall send a letter so indicating and request removal from the random list.
- F. Self-Reporting – Student self-reporting is a process designed to allow a student to recognize a prohibited substance problem and bring it to the attention of staff and/or an administrator. Under this policy a student received no consequence for self-reporting but must undergo a substance abuse assessment and counseling. This is a non-punitive referral. However, once a student is randomly selected the self-reporting process is no longer an option. Second and subsequent self-reports will be reviewed individually in regard to the basis for the self-report, this policy and the extracurricular code.

IV. Testing Protocols

- A. The District will select a laboratory that follows the standards for drug testing established by the Clinical Laboratory Improvement Act (CLIA) and its implementing regulations. The Joint Commission of Accreditation of Healthcare Organizations (JCAHO) or a comparable accrediting agency must also certify the laboratory.
- B. The selected laboratory will provide training and direction to those who supervise the testing program, set up the collection environment and supervise chain of custody of the specimens.
- C. After it is collected and turned over to the testing laboratory, each specimen will be tested for the presence of prohibited substances.
- D. Students may be tested for nicotine, alcohol, or illegal substances.

V. Testing Procedures

- A. Students participating in extracurricular activities periodically will be subject to random testing for illegal substances throughout the school year. Students will not be given advance notice of the drug testing.
- B. Each student will be assigned a number. The principal or District administrator will select a random amount of the students periodically for drug testing. Student identification numbers will be selected by the testing facility.
- C. Each student selected, will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the tests. The principal or District administrator will escort the student to the collection site. The student will not be allowed to go to his/her locker before testing.
- D. Before submitting a specimen, the student will fill out, sign and date any form that may be required by the testing laboratory. The form shall state that if a student chooses they may notify the administrator that they are taking prescription medication, or of any other circumstances that may affect the outcome of the test.

- E. For urine samples a sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign a form stating that the specimen has been sealed. Only the laboratory personnel testing the specimen may break the seal.
 - F. When obtaining a urine sample the testing personnel administering the test will be of the same gender as the student providing the sample. Each student will be instructed to remove his/her coat and wash his/her hands prior to entering the restroom. The door to the restroom will be closed so that the student is alone in the stall while providing the specimen. The principal and testing personnel will wait outside the restroom. The student will have two minutes to produce a urine sample. The toilet will contain a blue dye so the water cannot be used to dilute the sample.
 - G. Selected students will remain at the testing site until each student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 30 ounces of fluid. If still unable to produce a specimen after three hours, the student will be taken to the principal's office and told that he/she is no longer eligible to participate in extracurricular activities. In addition, the parents/guardian will be informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility testing (eligibility?).
 - H. After the student has produced a specimen, lab personnel will seal and transport the specimen to the laboratory.
 - I. A specimen will be deemed invalid if its seal is broken or tampered with after leaving the student's possession and before arriving at the lab. The student will be asked to provide an additional sample as soon as possible. The student will remain eligible for extracurricular activities pending the completion of the testing.
- VI. Noncompliance
If the extracurricular participant or his/her parents/guardians refuse to sign the consent form for substance abuse testing, the student will not be permitted to be a member of the activity until the consent form is signed. Also, if the extracurricular participant refuses to be tested or does not complete the test as instructed, the participant will be considered in violation of this policy and automatically be ineligible as a participant until testing is completed.
- VII. Confidentiality
The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the participant, his/her parents/guardians, and school officials designated by the superintendent. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in the extracurricular code of conduct. The test result will not be part of the participant's extracurricular file or permanent record but will be kept in a secure file in the principal's office. The results of testing, whether negative or positive, will be kept until the student graduates. At that time all results/ records of this policy related to the individual will be destroyed.
Under this testing program, no staff member, coach or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than by order of a court of competent jurisdiction.
- VIII. Random Selection of Participants for Testing
At the beginning of each school year, each participant shall be assigned a number by the principal or his designee. The selection of the numbers will be computer generated and will include an M or F for male/female designation of students to help with staffing needs for the tests. Students will be eligible for random testing throughout the school year. The student number will be selected and the students tested in the order of selection.
- IX. Notification of Participation Selection/Absence
The selected participants will be notified to report to the Principal's office on the day of the test. The student will then be escorted to the test site. If the student is absent from school, and the absence is unexcused, the student will be ineligible for competition until the next testing date; the participant will automatically be tested on the next date. If the absence is excused, the participant will remain eligible for practice and competition but will automatically be tested on the next date. After testing, a

participant's number will be returned to the testing population and subject to reselection during the next testing cycle. Participants will be subject to random testing throughout the school year.

X. Testing Results

- A. The principal or District administrator will provide notice of positive test results to the affected student and to his/her parents or guardians if the student is a minor.
- B. The student and his/her parents or guardians may submit any additional information challenging the positive test result. Requesting that a certified laboratory, at their expense, test the specimen again may also challenge the results.
- C. If the positive result is not challenged or is verified upon retesting, the principal or District administrator will meet with the student and his/her parents or guardians, if the student is a minor. At this meeting the student and his/her parents or guardians will be informed of the results and given a list of substance abuse counseling and assistance agencies.
- D. Also at this meeting, the principal or administrator will inform the student, and his/her parents or guardians if the student is a minor, of the consequences for the first positive drug test as follows:
 - 1. The student will be declared ineligible from participation as outlined in the extracurricular code.
 - 2. The period of ineligibility may be held in abeyance or reduced by half during a probationary period during which the parents may choose to enter their child in a counseling program.
 - 3. A second or third positive test will result in the automatic imposition of the consequences described in the Extracurricular Code of each school.
- E. If at any time during the testing the student refuses to submit to the testing and/or follow the procedures provided for in this policy the student will be suspended from participating in extracurricular activities. This would be viewed as the equivalent of a positive test.
- F. All students who test positive for prohibited substance must test again with a negative result prior to becoming eligible to participate.

XI. Financial Responsibility

- A. The District will pay for all initial random tests, all initial reasonable suspicion tests and all initial follow-up tests necessitated by an invalid specimen. If a student and his/her parents challenge the test results and request a follow-up test, that test will be the financial responsibility of the student and his/her parents or guardians.
- B. Counseling and subsequent treatment by non-school agencies is the financial responsibilities of the student and his/her parents and guardians.
- C. Subsequent tests to regain eligibility are at the expense of the parent/guardian.

XII. Non-Participants

Any parent or guardian of a District student who is not involved in extracurricular activities may have the option of enrolling that student in this random substance-testing program. The student will be subject to all the policies and procedures contained herein. All testing for non-participants will be at the expense of the parents/guardians.

XIII. Compliance With Other Rules

Rules issued by athletic associations, school sponsored organizations or other entities, which regulate Putnam County School District's extracurricular activities, shall be enforced in conjunction with this policy. Any student who violates a rule or requirement as a member of a team or an activity will be subject to the consequences as defined in the applicable rules.

XIV. Severability

If any section of this policy cannot be enforced according to its terms, that section will be severed and will not affect the enforceability of the remainder of this policy.

Drug Testing Consent Form
Putnam County Junior High School
2014-2015

I, _____ (student's name) have reviewed and read the Putnam County School District policy on Random Drug Testing of Students Participating in Extracurricular Activities and its implementing rules. I understand that as a condition of participating in _____ (name the extracurricular activity) I will be subject to random urinalysis tests for detection of prohibited substances and may also be tested on the basis of reasonable suspicion. I accept the method of obtaining urine specimens, testing and analysis of the urine specimens and all other rules of the Board of Education, which involve random drug testing of students involved in extracurricular activities. I agree to fully cooperate with the testing procedures.

I consent to the limited disclosure of the sampling, testing and results of the testing as provided for in the policy and the rules, and to that extent I waive any right to non-disclosure provided for by state or federal statute.

Student Signature

Parent/Guardian Signature

Date

Date

Parent/Guardian Signature

Date

Note: Required signatures are the following – each student per extracurricular activity and all parents/guardian.

PUTNAM COUNTY JUNIOR HIGH SCHOOL

2014 – 2015 PARENT/STUDENT HANDBOOK

PARENT RECEIPT

PLEASE SIGN THE FOLLOWING RECEIPT STATEMENT
AND RETURN THE FORM TO YOUR CHILD'S VIP TEACHER.

I have received and read the 2014-2015 Parent/Student Handbook and have discussed school rules and regulations with my child.

Student Name _____

Parent Signature _____

Date _____



06/11/14

Chris Newsome
Putnam County Schools
400 E Silverspoon Ave
Granville, IL 61326-9697

Dear Chris,

VAR Resources is pleased to offer this financing proposal for the hardware and software you wish to acquire from KARLOSKY, MARK CONSULTING. For more than twenty years VAR Resources has provided simple, fast, and cost-effective acquisition options to more than 30,000 customers ranging from the largest Fortune 500 to the smallest entrepreneurial company. We look forward to serving you.

EQUIPMENT/SOFTWARE COST \$166,076.51 (Not including tax)

EQUIPMENT/SOFTWARE DESCRIPTION ACER

FINANCING OPTIONS Please choose the desired option from the list below by checking the appropriate box.

Term	Period	Purchase Option	Payment
<input type="checkbox"/> 48 Months	Monthly	FMV	\$3,872.69
<input type="checkbox"/> 48 Months	Monthly	\$1	\$4,034.51

STRUCTURE First and last payment due upon contract signing.

ASSET ASSUMPTIONS The payment options above assume 32.5% of tier 1 hardware, 58.2% of tier 2 hardware, and 9.2% of software. If these percentages change, the payment may be adjusted up or down.

PAYMENT PROCESSING Payments assume enrollment in ACH for automated payment processing.

EQUIPMENT LOCATION Please provide the address where the equipment will be located.

Address: _____

City, State, Zip: _____

Is this a colocation facility? YES NO

REQUIRED DOCUMENTATION Please provide the documentation below in order to begin the credit approval process:

- Completed Application (ATTACHED)

This proposal is based on certain underwriting and pricing assumptions and the execution of mutually acceptable documentation. Rates provided herein are subject to change based on any increase in published swap rates. The information herein is confidential, valid through 06/25/14, and may be withdrawn or amended at any time prior to contract commencement. The payments quoted do not include sales, use, rental or personal property tax.

Sign below to indicate your acceptance of this proposal. Please fax or email this page along with required documentation (if any) by 06/25/14 to indicate your desire to enter into a financing agreement with VAR Resources, Inc. Please call me directly if you have any questions.

Regards,
Kendall Appling
National Senior Account Manager
Direct Line: 972-755-8273
FAX: 972-755-8210
kapping@VARresources.com

Putnam County Schools
Proposal Acceptance
Signature _____
Date _____

Mark Karlosky
KARLOSKY, MARK CONSULTING

215070

LEASE APPLICATION

Please use this table to confirm application information (Please use the far right column to provide missing or updated information. Items marked with an asterisk are required. If you do not have the information on the remaining items at hand, we will obtain them later.)

	Updated Information
Company Legal Name*: Putnam County Schools	_____
D&B Number: 193220142	_____
Federal Tax ID:	_____
Telephone*: 815-882-2800	_____
FAX*:	_____
Street Address*: 400 E Silverspoon Ave	_____
City*: Granville	_____
State*: IL	_____
Zip code*: 61326-9697	_____
Primary Contact*: Chris Newsome	_____
Title*: Technology Director	_____
E-Mail Address*: newsomec@pcschoools535.org	_____
Business Type: SCL	_____
Start Date*:	_____

Briefly describe what your business does:

Provide Bank References (Provide exact branch and include all bank relationships from the last five years.):

	Bank	Acct. Number	Phone	Contact Name
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Provide Lease/Loan References:

	Company	Acct. Number	Phone	Contact Name	Original Cost	Start Date/End Date
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract), because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580. If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact VAR Resources (Attn: Customer Service) at its address stated above within 60 days from the date you are notified of our decision. VAR Resources, Inc. will send you a written statement of reasons for the denial within 30 days of receiving your request.

By signing you authorize VAR Resources, Inc. and its agents and assignees to contact the references above to verify credit information.

Signature _____

Date _____

215070

Recommendation to Approve VAR Resources Technology Lease Agreement

As superintendent, I recommend approval of the VAR Technology Lease Agreement (Please see attached lease proposal.) This is \$48,414.12 a year for four years. It includes 225 Chromebooks and licenses, 165 new computers for our classrooms and labs, and 200 MS Office 13 licenses.

Rationale

I had asked Chris Newsome to conduct some research on a lease proposal for the Chromebooks, and he found that he could also include the 165 new computers that are needed in the district to update labs, etc. The annual fee is much less than we had expected to pay for the Chromebooks this year, and it provides opportunities to expand the use of Chromebooks next year if we have successful pilot projects. It also addresses the need to update our current labs in our schools. The option we believe is most prudent also provides an ownership option at the end of the four year lease. If you have specific questions, I have asked Chris to attend the board meeting.

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.



RESPONSE TO INTERVENTION (RtI)



Putnam County Primary School

May, 2014

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VISION STATEMENT

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

MISSION STATEMENT

At Putnam County Primary School (PCPS) we are dedicated to provide a safe and supportive environment where all students are given the necessary tools, skills and opportunities for both academic and personal success. We strive to empower our students to reach their fullest potential to become life-long learners and responsible citizens in the community.

GOALS

RtI General Goals:

- Improve student achievement
- Provide early interventions to struggling students
- To be proactive rather than reactive
- Make decisions based on the use of student data
- Improve communication for all stake holders
- Decrease number of special education referrals
- Provide teachers support through resources and training

RtI Academic Goals:

- Improve student performance on local assessments
- Increase the number of students that meet or exceed Common Core Standards
- Decrease the number of failing students per class

What is RtI?

Response to Intervention is the practice of providing high quality instruction and interventions matched to student need, monitoring progress frequently to make changes in instruction of goals, and applying student response data to important educational decisions.

Students will be placed into various Tiers as determined by assessment data.

How RtI Works

RtI integrates assessment and intervention within a three-tiered system to maximize student achievement. With RtI, schools identify students at-risk for poor performance on learning outcomes through universal screening of core content, monitoring student progress, and providing evidence-based interventions, while adjusting the intensity and nature of those interventions depending on a student's responsiveness. According to the Illinois State Board of Education's "A Response to Intervention – Parent Guide," RtI is discussed as follows:

Response to Intervention (RtI) is an approach for redesigning and establishing teaching and learning environments that are effective, efficient, relevant, and durable for all students, families, and educators. RtI involves an education process that matches instructional and intervention strategies and supports to student needs in an informed, ongoing approach for planning, implementing, and evaluating the effectiveness of instruction, curricular supports, and interventions. RtI is also a process designed to help schools focus on and provide high-quality instruction and interventions to students who may be struggling with learning. An intervention is a specific type of instruction that is used to help with a specific type of problem. Interventions are matched to student needs. Student progress is monitored often to check the effectiveness of the instruction and interventions. The data collected on a student's progress are used to shape instruction and make educational decisions. Use of an RtI process can help avoid a "wait to fail" situation because students get help promptly within the general education environment.

Terminology

Aim Line/Goal Line: An AIMline is the solid black line on the Progress Report. It is created by plotting the initial score at the goal start date and the goal score at the goal end date and drawing a line between the two.

AIMSweb: A data management system that facilitates the organization of student, classroom, school and district level benchmark and progress monitoring data. The system automatically graphs data against student, classroom, school, district or national norms or targets.

Curriculum-Based Measurement (CBM): A method teachers use to find out how students are progressing in basic academic areas such as math, reading, writing, and spelling.

Fidelity: Implementing a program, system or intervention exactly as designed so that it is aligned with research and ensures the largest possible positive outcome.

Oral Reading Fluency (ORF): Words that are read correctly in one minute.

Letter Naming Fluency (LNF): Upper and lower case letter identification in one minute.

Letter Sound Fluency (LSF): Letter sounds pronounced from a visual within one minute.

Math Computation (M-Comp):

Math Application (M-Cap):

Progress Monitoring: Data is collected weekly/bi-weekly and used to frequently check student progress toward success. Progress monitoring is a scientifically-based practice that is used to assess students' academic performance and evaluate the effectiveness of the intervention(s) provided to the student.

Rate of Improvement (ROI): The rate at which a student improves after receiving interventions.

Research-Based Intervention: Instructional strategies and curricular components used to enhance student learning. The effectiveness of these interventions is backed by experimental design studies that:

~Use empirical methods

~Include rigorous and adequate data analysis

~Can replicate

~Have been applied to a large study sample

~Can show a direct correlation between the interventions and student progress

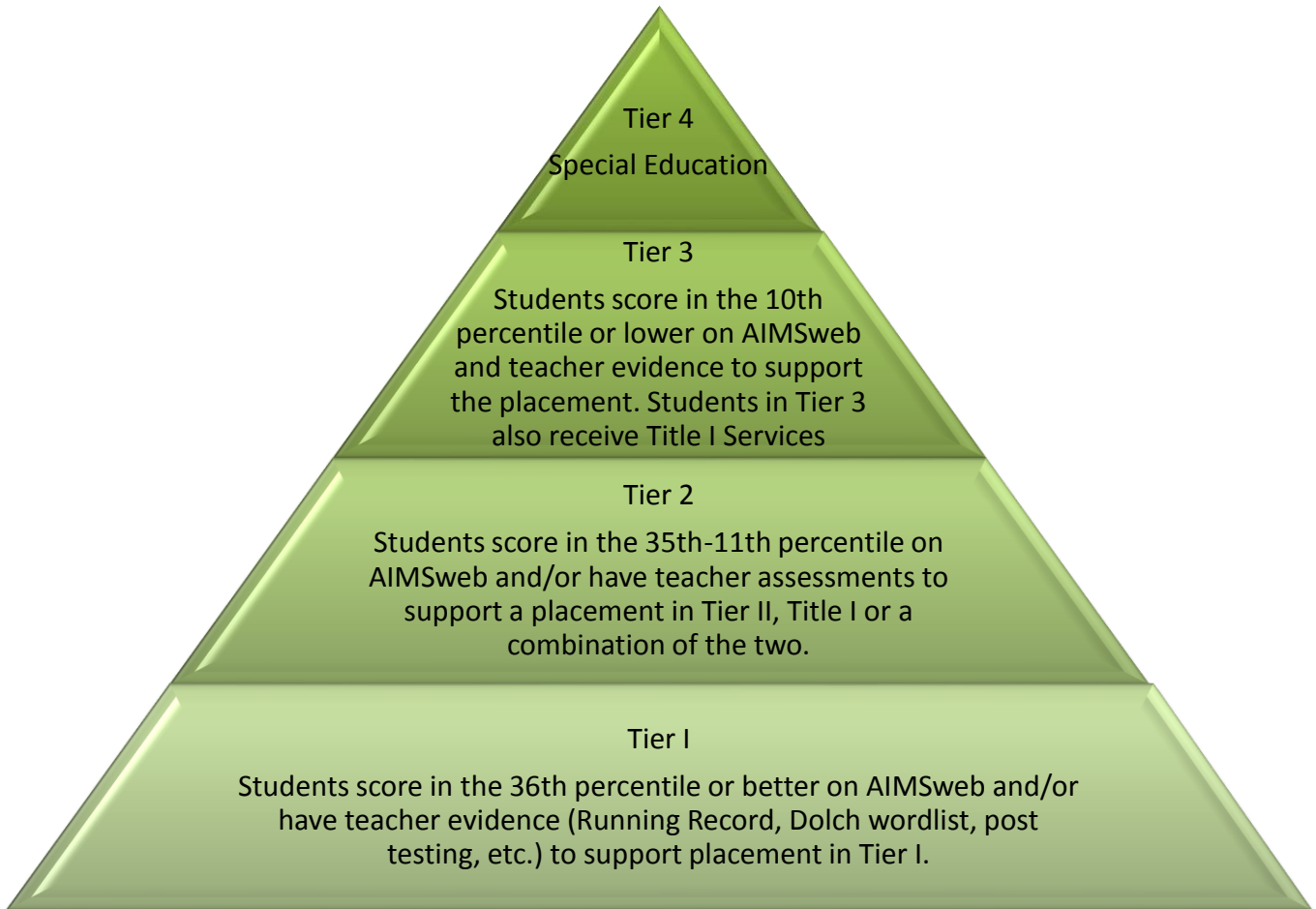
~Have been reported in a peer-reviewed journal

Student Data Line: A solid red line that shows an individual student's data over time.

Trend Line: A Trend Line is the red broken line on the Progress Report. This line displays the student's improvement trend.

Universal Screening or Benchmark Assessment: A process in which benchmark assessments are used to evaluate the knowledge and skills of all students in reading and math. These short assessments are given at the beginning, middle, and end of the year to establish baseline achievement data progress.

Response to Intervention Framework



Summary of Intervention/Assessment

LEVEL	SUMMARY OF INTERVENTION/ASSESSMENT
Tier I	<p>ALL students receive high quality common core curriculum and instruction (Guided Reading, Close Reading, Lexia, Daily 5, etc.)</p> <p>Daily Classroom Reading Instruction (90-120 minutes)</p> <p>Daily Classroom Math Instruction (45-60 minutes)</p> <p>Teacher concerns for Reading are referred for DRA assessment/Kindergarten checklist review, Lexia, A-Z Running Record, Dolch Sight Word Inventory and possible referral to Tier II</p> <p>Teacher concerns for Math are referred for Go Math assessment (End of Chapter Summative Assessment), AIMSweb Facts (timed assessment), Kindergarten Checklist review and possible referral to Tier II</p>
Tier II	<p>Students with similar needs based on AIMSweb, DRA, Lexia, Leveled Literacy Intervention, Go Math testing, Dolch Sight Word Inventory, Checklists are organized into small groups and provided evidence/research-based instruction and/or additional interventions.</p> <p>Reading & Math Interventions: 30 minutes per week 3-5 times per week (May vary from year to year depending on students and staffing levels)</p> <p>After 3-4 data points, if improvement is not demonstrated through the intervention and progress monitoring the intervention will be changed or student may be referred to Title I and/or Tier III.</p> <p>Reading & Math progress monitoring will be conducted every two weeks</p>
Title I	<p>Students are organized into small groups based on multi-criteria assessment and provide daily intensive evidence/research-based instruction.</p> <p>Interventions: 5 days a week for 30 minutes</p>
Tier III	<p>In addition to Tier II/Title I, students are placed in an additional small group (1-2 students) where they receive the most intensive instruction.</p> <p>Referral to building level Problem-Solving team for further analysis (After 6 data points)</p> <p>Interventions: 5 days a week for an additional 15 minutes</p> <p>Reading & Math progress monitoring will be conducted weekly</p>

Special Education

Parent permission is needed to evaluate the student for special education eligibility. Tier III interventions will be maintained using the resources available through general to maintain a positive response to the intervention. Progress continues to be monitored weekly. If the student qualifies for special education services the survey level assessment is completed to plan future progress monitoring at the students appropriate level and goals are set.

RtI Timeline**1st Quarter**

- September: Universal screening
- RtI begins the third week of school
- Progress monitor Tier II and Title I students every two weeks
- Every six weeks a RtI meeting will be held to address individual student intervention plans at the building level
- Progress monitor Tier III students weekly

2nd Quarter

- Continue to implement/change interventions based on assessment data
- Continue to progress monitor Tier II and Title I students every two weeks
- Progress monitor Tier III students weekly
- Continue RtI meetings to address and monitor individual student intervention plans at the building levels
- December: Universal screening

3rd Quarter

- Continue to implement/change interventions based on assessment data
- Continue to progress monitor Tier II and Title I students every two weeks
- Continue to progress monitor Tier III students weekly
- Continue RtI meetings to address and monitor individual student intervention plans at the building level

4th Quarter

- May: Universal Screening
- RtI ends one week prior to the end of school.
- Evaluate and determine effectiveness of overall interventions at the building level
- Evaluate student performance and determine future placement recommendations at the building level
- Evaluate/revise RtI Operations Manual

Tier Movement (Decision Making)

TIER I: All PCPS students will be universally screened in reading and mathematics. Students who percentile scores are below the 35th percentile relative to local norms on AIMSweb, along with supporting teacher data will be referred to Tier II. Multiple sources of data such as CBM data, Lexia, A-Z Running

Record, etc./ Go Math, AIMSweb facts, etc., will be reviewed and considered when determining the need for Tier II interventions.

Those students whose percentile scores are below the 10th percentile relative to local norms on AIMSweb may be eligible for Tier III, however Tier II interventions will be implemented first. Multiple sources of data such as CBM data will be reviewed and considered when determining the need for Tier III interventions. Staff shall meet every six weeks to discuss individual student progress monitoring data. Teachers will differentiate instruction and utilize interventions to support students receiving Rtl/Title I in the general education classroom.

TIER II: Students with similar needs are organized into small groups and provided an evidence-based intervention.

The intervention may address multiple skill sets and is delivered with fidelity. Parents will be sent a letter explaining that their child will be participating in an intervention.

Individual student goals are established using local norms. Progress is monitored every two weeks and results are charted. Decisions are made about continued intervention based on the following:

- a. Trendline is **significantly below** the aimline (3-4 consecutive data points)
Change the intervention (especially if high fidelity is present)
- b. Trendline is **above** the aimline (4 out of 5 data points)
Discontinue and progress monitor (3 data points)
Fade the intervention (decrease time and or intensity of the intervention)
- c. Trendline is **variable** (some points above and some below the aimline)
Examine the fidelity of implementation or the intervention
Consider student factors (look at implementer's calendar of intervention fidelity)

READING

- a. Universal Screener – AIMSweb
- b. Grade Level Assessments
- c. Progress Monitoring

MATHEMATICS

- a. Universal Screener – AIMSweb
- b. Grade Level Assessments
- c. Progress Monitoring

TIER III:

Students receive intense, evidence-based interventions in small groups or individually (1-2 students). A parent contact (phone call) will be made by the student's classroom teacher if the student moves in or out of Tier III.

Individual student goals are established using local norms. Progress is monitored weekly and results are charted. Decisions are made about continued intervention based on the following:

- a. Trendline is **significantly below** the aimline (5 out of 6 consecutive data points)
Increase the intervention (one-on-one or duration)
Change the intervention (especially if high fidelity is present)
- b. Trendline is **above** the aimline (5 out of 6 consecutive data points)
Discontinue the intervention and progress monitor
Fade the intervention (decrease time and or intensity of the intervention)
- c. Trendline is **variable** (some points above and some below the aimline)
Examine the fidelity of implementation
Consider student factors (look at calendar of intervention fidelity)

READING

- a. Universal Screener – AIMSweb
- b. Grade Level Assessments

c. Progress Monitoring

MATHEMATICS

a. Universal Screener – AIMSweb

b. Progress Monitoring

Students may be recommended for a special education evaluation if:

a. The student's trendline continues to be below the aimline after receiving 90% or better fidelity of Tier III intervention (8-12 data points).

b. The student requires resources and/or services beyond those available through general education to increase the trendline (or show a positive response to the intervention).

Teams and Individual Roles

Principal – The principal will support and facilitate the mission, goals, implementation and the analysis of data needed for a high quality RtI intervention system at the Primary School.

RtI Internal Coach – The internal coach will provide technical support for the RtI process. They will assist with testing, data team meetings and reports.

General Education Teacher – The general education teacher will differentiate instruction for RtI students in the classroom, plan for their appropriate tier group, provide data to support tier intervention or movement at designated meetings and provide communication to the parents about a student's progress in the tiered system.

RtI Interventionist – This interventionist will plan, support, implement and evaluate direct services to students receiving math and reading interventions. They will also collaborate with the principal and the RtI Leadership Team to make RtI decisions. The interventionist will attend data meetings for the purpose of tier movement for all students.

Special Services Personnel – This would include individuals such as the district special education director, school psychologist, social worker or speech pathologist. Each individual will have roles that pertain to their specialized area such as serving on the data team meetings, collecting additional data and organizing special meetings.

RtI Leadership Team – The Leadership Team will meet as needed for the purpose of updating the RtI Operations Manual, determining changes to the RtI intervention system and other needs as necessary.

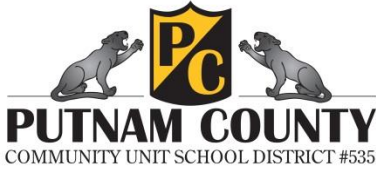
Ensuring Fidelity and Integrity

Fidelity: Implementing a program, system or intervention exactly as designed so that it is aligned with research and ensures the largest possible positive outcome. Fidelity ensures that RtI procedures, interventions, and assessments are reliable and valid.

To ensure fidelity of intervention in the Primary building, interventionists will keep a calendar of attendance, the frequency/duration of interventions being implemented and social/emotional notes. The RtI internal coach will input fidelity data into the student data tracker.

Appendix A

Initial Parent Letter



Putnam County Primary School

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

**Phone Number: 815-882-2800 (Opt. #1)
Fax Number: 815-882-2801**

To the Parents/Guardians of: _____,

In order to continue providing exemplary educational services to our students, Putnam County Primary School is using a process known as “Response to Intervention” (or RtI) to identify and provide research-based interventions for students who are struggling academically and/or not making expected progress at school.

Through the assessment process, we found that your child would benefit from receiving additional _____ support through the RtI process. Your child will be receiving additional instruction in this content area for 20-25 minutes a day (2-5 days a week). This instruction is a supplement, not a substitute for the reading/math instruction received from the classroom teacher. Students participating in the RtI process will not be missing core classroom instructional time.

The focus of the instruction will be decoding, fluency, and sight words in reading and number identification and computation in math. The RtI teacher will monitor your child’s progress and meet with his/her classroom teacher every six weeks. You will be informed of your child’s progress through a report that will be sent home each quarter with your child’s report card.

We are very excited to provide this service to your child. Should you have any questions about the interventions and strategies being used, please do not hesitate to contact your child’s classroom teacher.

Together in Education,

Mrs. Ronda Cross

Principal

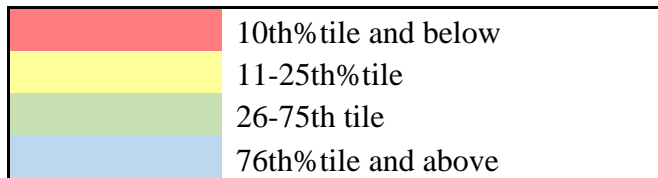
Appendix B

RtI Student Data Tracker

READING

MAP READING ASSESSMENT

School Year	Reading RIT /%ile						RIT Change	RIT Change
	Fall		Winter		Spring		Fall to Winter	Fall to Spring
	RIT	%ile	RIT	%ile	RIT	%ile		
K	14-15							
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								



AIMSweb READING

RCBM			MAZE			Phonemic Segmentation (PSF)			Nonsense Word Fluency (NWF)		
Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring

Letter Naming (LNF) Letter Sound (LSF)
 Fall Winter Spring Fall Winter Spring

--	--	--	--	--	--

A-Z Reading

1st Qtr. 2nd Qtr. 3rd Qtr. 4th Qtr.

Dolch Sight Words

1st Qtr. 2nd Qtr. 3rd Qtr. 4th Qtr.

MATH

NMAP MATH ASSESSMENT

School Year	Math RIT /%ile						RIT Change Fall to Winter	RIT Change Fall to Spring
	Fall		Winter		Spring			
	RIT	%ile	RIT	%ile	RIT	%ile		
K								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

AIMSweb

Math Application (M-CAP) Math Computation (M-COMP)
 Fall Winter Spring Fall Winter Spring

--	--	--	--	--	--

Oral Counting (OC) Missing Number (MN)
 Fall Winter Spring Fall Winter Spring

--	--	--	--	--	--

Number Identification (NI) Quantity Discrimination (QD)
 Fall Winter Spring Fall Winter Spring

--	--	--	--	--	--

Grade:

School Year:

Intervention Component		Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May
Intervention Name										
Interventionist										
Min per session										
Sessions per week										
Group size										
Fidelity										
Progress										
Action										

Grade:

School Year:

Intervention Component		Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May
Intervention Name										
Interventionist										
Min. per session										
# Sessions attended										
Group size										
Fidelity										
Progress										
Action										

Fidelity:

Rating on a scale of 1-5
(5=implemented for recommended frequency, duration, using materials as designed, supporting fidelity data available)

Progress:

A= At Goal Rate
B= Below Goal Rate
C= Above Goal Rate

Action:

1= Continue
2= Improve Fidelity
3= Revise Instruction (time, group size, intervention)
4= Continue and Increase Goal

Appendix C

K-2nd Benchmarking Reports

PUTNAM COUNTY PRIMARY SCHOOL

KINDERGARTEN BENCHMARK REPORT

Dear Parent/Guardian:

Three times a year, classroom teachers and other reading specialists assess the students' in reading and math. We do these assessments, along with other types of formal and informal assessments, so reading and math strategies/instruction can be adjusted to maximize the students' educational potential.

The benchmark assessments in Early Literacy (Reading) and Early Numeracy (Math) were conducted. The tables below provide information about the specific Measures, What Students Do, What is Scored, Student Score and Performance Summary. This information is used to evaluate current skill levels and academic growth rate.

After reviewing this information, if you have any questions please do not hesitate to contact your child's teacher for additional explanation.

STUDENT'S NAME: _____

EARLY LITERACY (Reading) (Each measure is conducted in one minute)

Measure:	What Students Do:	What is Scored:	Performance Summary:
Letter Naming Fluency	Say names of letters presented visually	Number of letters named correctly	
Letter Sound Fluency	Say sound of letters presented visually	Number of letter sounds said correctly	
Phoneme Segmentation Fluency	Segment presented word into individual sounds	Number of segments said correctly	
Nonsense Word Fluency	Say sounds of nonsense words presented visually	Number of nonsense words said correctly	

EARLY NUMERACY (Math)
(Each measure is conducted in one minute)

Measure:	What Students Do:	What is Scored:	Performance Summary:
Oral Counting	Count Orally	How high a student can count	
Number Identification	Name Numbers presented visually	Number of correct responses	
Quantity Discrimination	Identify the bigger number in a pair	Number of correct responses	
Missing Number	Provide the missing number from a number line	Number of correct responses	

PUTNAM COUNTY PRIMARY SCHOOL

1st GRADE BENCHMARK REPORT

Dear Parent/Guardian:

Three times a year, classroom teachers and other reading specialists assess the students' in reading and math. We do these assessments, along with other types of formal and informal assessments, so reading and math strategies/instruction can be adjusted to maximize the students' educational potential.

The benchmark assessments are in Oral Reading Fluency and Math Computation. The table below provides information about both screenings including: What Students Do, What is Scored, Student Score and the Performance Summary. This information is used to evaluate current skill levels and academic growth rate.

After reviewing this information, if you have any questions please do not hesitate to contact your child's teacher for additional explanation.

STUDENT'S NAME: _____

Measure:	What Students Do:	What is Scored:	Performance Summary:
Oral Reading Fluency	Read aloud for 1 minute in 3 separate passages	Word read correct per minute	
Math Computation	Complete grade level computation problems in 8 minutes	Number of correct computation responses	

PUTNAM COUNTY PRIMARY SCHOOL

2nd GRADE BENCHMARK REPORT

Dear Parent/Guardian:

Three times a year, classroom teachers and other reading specialists assess the students' in reading and math. We do these assessments, along with other types of formal and informal assessments, so reading and math strategies/instruction can be adjusted to maximize the students' educational potential.

The benchmark assessments are in Oral Reading Fluency, Math Computation, and Math Concepts/Applications. The table below provides information about all 3 tests including: What Students Do, What is Scored, Student Score and the Performance Summary. This information is used to evaluate current skill levels and academic growth rate.

After reviewing this information, if you have any questions please do not hesitate to contact your child's teacher for additional explanation.

STUDENT'S NAME: _____

Measure:	What Students Do:	What is Scored:	Performance Summary:
Oral Reading Fluency	Read aloud for 1 minute in 3 separate passages	Number of words read correctly in 1 minute	
Math Computation	Complete grade level computation problems in 8 minutes	Number of correct computation responses	
Math Concepts & Applications	Math problem-solving; math reasoning in 8 minutes	Number of correct concept/application responses	

Appendix D

Quarterly Progress Monitoring Letter



Putnam County Primary School

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

**Phone Number: 815-882-2800 (Opt. #1)
Fax Number: 815-882-2801**

To the Parents/Guardians of: _____,

Re: Quarterly Progress Monitoring Letter

As part of the Response to Intervention (RtI) program, your child is progress monitored every 1-2 weeks. This progress monitoring in Kindergarten reading involves your child identifying letters and later sounds, nonsense words and segmenting words. At the 1st and 2nd grade level it involves reading a grade level passage. At the Kindergarten level math involves number identification, oral counting, missing number and quantity discrimination. At the 1st grade level math is a computation test and for 2nd grade they are assessed on computation and applications of math. Each assessment takes one minute and the data has been recorded and graphed for easier understanding.

Attached you will find a summary of your child's progress in graph form. There are several graph lines that will give you information. The solid black line (aim line or goal line) represents the track your child needs to take in order to meet their goal and be dismissed from the program. The broken red line (trend line) indicates the track your child will take if they continue at the current rate of progress. The bottom line (green line) indicates the errors that your child is making. The top dots represent your child's weekly or bi-weekly scores and the bottom dots represent the errors made. You may see a horizontal line on the graph. This line represents a change in intervention that has occurred. At the bottom of the graph you will see a summary of the information.

If you have any questions about your child's progress, please do not hesitate to contact your child's classroom teacher.

Yours in Education,

Mrs. Ronda Cross

Principal

Appendix E
Student Exit Letter



Putnam County Primary School

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

*Phone Number: 815-882-2800 (Opt. #1)
Fax Number: 815-882-2801*

To the Parents/Guardians of: _____,

Re: RtI Student Exit Letter

Your child has been participating in the Response to Intervention (RtI) program as a supplement to their regular classroom instruction in order to give them extra support in areas of reading and/or math.

I am pleased to inform you that your child has met their goal and will no longer be participating in this program. They have had 6 weeks of progress monitoring (a short assessment every two weeks) in order to ensure that they can maintain adequate progress without this additional support. If your child begins to struggle in reading and/or math, the classroom teacher will recommend re-evaluation.

If you have any questions, please feel free to contact your child's classroom teacher. Congratulations to your child (and you) for the hard work.

Yours in Education,

Mrs. Ronda Cross

Principal

Appendix F

Intervention Calendar of Fidelity

Calendar of Intervention Fidelity



Key

(Fidelity with attendance = 90% or higher)

Numbers represent cumulative attendance (20 min.)

A = absent (less than 15 min.)

/ = interruption (15 min.)

Student's Name: _____

Interventionist: _____

Grade: _____

September				
M	T	W	T	F

Notes:

October				
M	T	W	T	F

Notes:

November				
M	T	W	T	F

Notes:

December				
M	T	W	T	F

Notes:



January				
M	T	W	T	F

Notes:

February				
M	T	W	T	F

Notes:

March				
M	T	W	T	F

Notes:

April				
M	T	W	T	F

Notes:

May				
M	T	W	T	F

Notes:

Appendix G

Intervention Menu

PCPS Menu of Interventions

Tier I Interventions

Kindergarten

Reading/ELA

- Heggerty
- Zoo Phonics
- Kid Writing
- Heidi Butkus Songs (DVD/CD Sight Words)
- Dolch Words
- Kim Adsit (CC Activities)
- Lexia

Math

Go Math
Deanna Jump Math Units
Rocket Math
CC Math Reteach Centers

1st Grade

Reading/ELA

- Daily 5
- Guided Reading
- Lexia Core 5
- Scott Foresman
- Zoo Phonics

Math

Go Math
Saxon Math
Guided Math
Rocket Math
CC Math Reteach Centers

2nd Grade

Reading/ELA

- Daily 5
- Guided Reading
- Lexia Core 5
- Scott Foresman
- ELA CC Activities Online

Math

Go Math
Saxon Math
Guided Math
Rocket Math
CC Math Reteach Centers

Tier II Interventions

Kindergarten

Reading/ELA

- Fontous and Pinnell
- SRA Horizons
- Lexia Core 5
- Heggerty
- Zoo Phonics
- Heidi Butkus Songs (DVD/CD Sight Words)
- Great Leaps
- Discrete Trial/Error of letter names/sounds/sight words

Math

Touch Math
Rocket Math
SRA Connecting Math Concepts
Heidi Butkus Songs (DVD/CD)
Discrete Trial/Error of Number Sense
Go Math Reteach

1st Grade

Reading/ELA

- Fountas and Pinnell
- SRA Horizons Fast Track
- Lexia Core 5
- Guided Reading
- PALS
- Great Leaps
- Heggerty
- Reading Streets Intervention
- Zoo Phonics
- HELPS Program
- Discrete Trial/Error of Dolch Sight Words

Math

Go Math Reteach
Touch Math
Rocket Math
SRA Direct Instruction

2nd Grade

Reading/ELA

- Fountas and Pinnell
- SRA Horizons Fast Track
- Lexia Core 5
- Guided Reading
- PALS
- Great Leaps
- Heggerty
- Reading Streets Intervention
- Zoo Phonics
- HELPS Program
- Discrete Trial/Error of Dolch Sight Words

Math

Go Math Reteach
Touch Math
Rocket Math
SRA Direct Instruction

Tier III Interventions

All Interventions Above - Increase frequency/duration on services and decrease group size (15 minutes and one-on-one)

Revised Proposal

SKI Sealcoating & Maintenance, Inc.

960 24TH STREET
LA SALLE, IL 61301
Phone Number 815-223-6054
Fax Number 815-223-6068

Sent info to Bd.

May 21, 2014

Putnam County CUSD 535
Attn: Mr. Doug Smith
400 E. Silverspoon Ave
Granville, IL 61326

We hereby propose to furnish the materials and perform the labor necessary for the completion of:
Putnam County CUSD 535, Various Locations, Granville, IL

Bid 1 – Grade School

Grind Bituminous Areas To A Depth Of 3"
Clean All Bituminous Areas Using Forced Air Method 150 (CFM) Self Propelled Air Compressor.
Install, (2) Areas, Approximately 400 SF, With 3" Hot Mix I-11 Asphalt

Bid 1 Price: \$4,200.00

X

Bid 2 – High School

Clean All Bituminous Areas Using Forced Air Method 150 (CFM) Self Propelled Air Compressor.
Crack Fill, Only, Large Main Cracks, 1/2" Or Larger Excluding Alligatored Cracks, With (3405) Hot Rubberized Crack Filler.
Seal All Bituminous Areas With Cold Tar Emulsion Commercial Brand Sealer Using Broom And Squeegee Method.
Stripe (150) Stalls & Numbers With Approved Traffic Paint.

Bid 2 Price: \$3,250.00



Alternate Bid – Asphalt Lane

Clean All Bituminous Areas Using Forced Air Method 150 (CFM) Self Propelled Air Compressor.
Prime Bituminous Areas
Overlay Asphalt Lane, Approximately 10,605 SF, With 2" Hot Mix I-11 Asphalt

Alternate Bid Price: \$12,000.00

X

All material is guaranteed to be as specified and the above work performed in accordance with the drawings and specifications for the above work and completed in a workmanlike manner for the Sum of: **Please See Prices Listed Above.**

Respectfully Submitted,

Corinne A. Tomaseski
SKI Sealcoating & Maintenance, Inc.

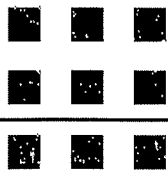
Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made upon completion, net 15 days, unless otherwise specified. This work will be completed Weather Permitting. This proposal must be accepted within 30 days. Please sign the original and return. Please retain a copy for your records.

Signature _____ Date _____

As superintendent, I suggest that we review the SKI Sealcoating and Maintenance, Inc. proposal. Doug Smith recommends that we accept their proposal for asphalt work as outlined in the attachment. Doug feels that their work in our district has been fine.

Kristina has strongly advised against this proposal, as she has knowledge of the work from SKI. I had sent information to all of you previously, but I think this merits further discussion at the Board meeting.



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 3, 2014

VIA FACSIMILE

John Messaglia
Larson Equipment & Furniture Company
403 South Vermont
Palatine, Illinois 60067
Fax Number: (847) 705-0560

Re: 2014 Bleacher Work
Putnam County Elementary School
Hennepin, Illinois
Project No. 4-2814-60

Dear John:

The Putnam County Community Unit School District 535, Board of Education made a Contract award to Larson Equipment & Furniture Company for the Base Bid for the above referenced project in the amount of \$18,980.00 at their Board meeting.

Our office will prepare the Contract and forward to you for signature.

This letter is your notice of award. The Contract date will be June 2, 2014.

Very truly yours,

HEALY, BENDER & ASSOCIATES, INC.

David G. Patton, AIA, LEED AP BD+C

DGP/cjd

c: Jay McCracken – Putnam County CUSD 535 – (815) 882-2802

H:\Yellow\Yellow14\14060\14060 LarsonEquip 2014-06-03 Notice of Award.doc

Recommendation to Approve Bleacher Work

As superintendent, I recommend approval of the bleacher work at Putnam County Elementary. Please note the attached details regarding this project.

Rationale

The bleacher work in the gymnasium at the elementary building has been discussed previously and was included in the School Maintenance Grant that was approved by the Board earlier in the year. The cost is within the projections that were provided. In addition, these are portable bleachers that can be moved closer to the stage for other presentations, etc.

District Goal

Maintain strong fiscal responsibility in the Putnam County School District.

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION EXECUTIVE SESSION AGENDA
June 16, 2014
6:30 P.M.

- I. Resignations – Andrea Skinner, HS Science Teacher
Thea Schwab, ES Spec Aide
Jane Lenkaitis, HS Scholastic Bowl Coach
Jodie Goetz, Jr Class Sponsor
- II. Hire – Keri Burdette, HS Spec Ed Aide and Pantera Coach
RtI Coaches – Emory Burdette
David Lombardo
Monica Frund
Ronda Vacca
- III. Raises for non-union personnel
- IV. Raises for summer maintenance workers-will discuss

KERI BURDETTE

A: 646 Christie St, Ottawa, IL 61350 • T: 815.326.0104 • E: ke.willet@gmail.com

Personal Statement

Highly effective education professional with four years of experience working with students from different backgrounds. Enthusiastic to work with students having special learning and physical needs. Proven record of maintaining privacy of students, staff and school district. Advance capability of teaching Core Subjects; Mathematics, English, Social Studies, and Science.

Experience

Substitute Teacher

Ottawa Township High School, Ottawa, IL 2009-2013

Ottawa Elementary Schools, Ottawa, IL 2009-2012

Key Competencies

- Knowledge of NBPTS and ILPTS.
- Experience teaching students from K-12 grade in all subject areas.
- Experience maintaining classroom learning environment.
- Demonstrates strong communication skills and the ability to address different learning styles.
- Use of appropriate judgment to act in the best interest of students at all times.
- Assisting students in achieving academic success
- Proficient in Microsoft Word, Excel, PowerPoint, Access, and Google Docs

Education

M.A. Curriculum & Instruction 2011-2013

Saint Xavier University

B.S. Biology with an Environmental Emphasis 2004-2007

Northern Illinois University, DeKalb, IL

A.S. Associates in Science 2002-2004

Illinois Valley Community College, Oglesby, IL

Certification

Substitute Teaching License License ID 2124458

ELS(PARA) License License ID 2273467

Recommendation to Approve RtI Coaches

As superintendent, I recommend the hiring of the following four individuals as our new RtI Coaches for our Putnam County Schools. Primary-Ronda Vacca; Elementary-Monica Frund; Junior High-David Lombardo; High School-Emory Burdette. (\$2500 stipend for each)

Rationale

The principals posted these stipend positions in their buildings and are recommending the listed individuals. Each has a solid skillset to handle these stipend positions while remaining regular classroom teachers.

District Goal

Demonstrate increased academic achievement for all students.

Dear Mr. Peterson,

I have enjoyed teaching at Putnam County High School for the past 7 years, however, after much deliberation and due to personal reasons I am turning in my letter of resignation. This was not an easy decision for me to make but it is the best decision for my family.

I will treasure all the wonderful memories I have of Putnam County High School. I will miss being the sponsor of several clubs and organizations and being involved in so many students lives. I am proud to say that I have taught at such a wonderful school district.

Please accept my resignation, effective at the end of this school term.

Sincerely,

A handwritten signature in cursive script that reads "Andrea Skinner".

Andrea Skinner

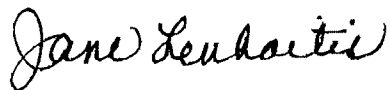
April 2, 2014

Dear Mr. Peterson,

This letter is to confirm conversations that I have had with you in the past. I am resigning as coach for the Scholastic Bowl Team. I believe that it has been fourteen years. They have been wonderful years. I have immensely enjoyed working with so many young people who love learning. I will, of course, be very happy to help the new coach in any way that I can. I have notebooks full of questions, books of questions, books concerning art and other disciplines. If the new coach is unable to attend a meet, I will be glad to stand in. Of course, advice is free.

Many thanks for your continued support.

Sincerely,



Jane Lenkaitis

May 30, 2014

PC School Board of Education, Mr. McCracken, and Mr. Peterson:

It is with regret that I am resigning from my position as Junior Class Sponsor effective the end of the 2013-2014 school year. After giving birth to my son in April, my husband and I decided that I would no longer have the time to commit as Junior Class Sponsor, particularly during basketball season when the class runs the concession stand at every home boys' game as their main means of fundraising. Thank you for allowing me the opportunity to fulfill this role for one year.

Sincerely,

Jodie L. Goetz

PCHS Special Education Teacher



Putnam County Elementary School

*326 S. 5th St.
Hennepin, IL 61327*

*Phone Number 1-815-882-2800 opt 2
Fax Number 1-815-925-7435*

Personnel Recommendation- Putnam County Elementary

I recommend the hiring of Monica Frund as Rti Coach for PCES. Monica has an Elementary Education Degree, a Masters in Education, and experience as a Para Pro at PCPS conducting Rti interventions.

Recommendation for Raises for Non Union Staff

As superintendent, I recommend the following raises for non union staff members:

Pam Ellena	\$2,500
Ann Lamboley	\$2,500
Ronda Cross	3%
Mike Olson	3%
Carl Carlson	3%
Janet Schenum	3%
Brandy Baele	3%
Megan Goetz	3%
Maria Mignone	3%

(Tricia Both will begin her retirement contract raises. Gene Randolph is paid a per diem rate that will not change.)

Rationale

I believe the flat raises for Ann and Pam are completely justified, as the percentage raises have only provided modest raises over several years. While they have appreciated those raises, I believe it is time to reward them with a solid flat raise. Please note that we expect to finish the fiscal year with nearly one million dollars more than we had anticipated in our budget. Our district office staff (Pam, Ann, and I) work together well to ensure that the budget is followed each year. Collectively with the principals and you as a Board, we have been able to manage our funds very wisely. Thus, I believe these raises are justified.

District Goal

Maintain strong fiscal responsibility in the PC School District

Recommendation to Approve the Hiring and Resignation of Employees

As superintendent, I recommend approval of the acceptance of the resignation of Thea Schwab as an elementary special education aide, Andrea Skinner as high school science teacher, and Jodie Goetz as a junior class sponsor. I also recommend the hiring of Keri Burdette as a special education aide and Panteras Coach at the high school. Furthermore, I recommend increasing job responsibilities for Joey Ohnesorge as assistant principal/AD at the high school.

Rationale

All resignations should be approved with regret, and the hiring has been recommended by Bob Peterson. I will explain in greater detail at the board meeting about the job responsibility change for Joey Ohnesorge.

District Goal

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