

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION MEETING AGENDA
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER
May 15, 2017
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	
A. Retiree recognition	
VI. CORRESPONDENCE	
VII. CONSENT AGENDA	
A. Approve regular and executive session minutes of April 24, 2017	3
Approve special and executive session minutes of April 20, 2017 and May 1, 2017	
B. Approve District Bills	13
C. Approve Financial Reports	31
D. Approve Treasurer's Report	98
VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS	
A. Principals' Reports	100
B. Superintendent's Report	
1. Transportation	117
2. State funding	118
3. Investment update	119
4. Committee reports	
a. Parent Advisory Committee	
IX. OLD BUSINESS	
A. FOIA requests	120
B. Approve PressPlus Issue 94 (action)	125

C. Enterprise zone resolution (action)	
X. NEW BUSINESS	
A. 2017-2018 Hillman Pediatric Therapy contract (action)	151
B. Handbook reviews (action)	155
C. Approve commencement of JH playground asphalt and HS gym doors (action)	300
XI. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT.	301
XII. ACTION ITEMS FOLLOWING EXECUTIVE SESSION	
A. Administrative and non union raises	
B. Summer maintenance wages	
C. Hires	
D. Resignations	
E. Maternity leave	
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., April 24, 2017
Media Center Putnam County Primary School

President Mrs. Nauman called the meeting to order at 6:35 p.m. CALL TO ORDER

The meeting continued with the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

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

Tabled the approval of the enterprise zone resolution; tabled the approval of summer worker wages. ADJUSTMENTS TO THE AGENDA

4TH grade social studies projects: 6 students presented their projects and the 4th grade teachers presented a slideshow video to the board and audience. AUDIENCE PARTICIPATION/ HEARING OF DELEGATIONS
Science Fair: 4 students presented their projects and Mrs. Dudek thanked the board for their continued support of Science Fair.

Owen Mallery, student liason: reported that the SAT tests were administered; the National Honor Society banquet was a success; graduation approaching quickly.
PCEA/Janice Hoffman: Mrs. Hoffman read a statement to the board regarding the union's concerns of a student becoming a board member and taking part in executive session where sensitive personnel issues are discussed; Mrs. Hoffman thanked the board for allowing the union to express its concerns.

No correspondence. CORRESPONDENCE

Mr. Gibson moved and Mrs. Gilbert seconded the motion to approve the Consent Agenda: Regular and Executive session minutes of March 20, 2017; Treasurer's Report for the month of March, Financial Reports for the month of March; bills for April 2017; and IESA registration for 2017-2018. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried. CONSENT AGENDA
IESA REGISTRATION

The principals' reports are posted on BoardBook. PRINCIPALS' REPORTS

Transportation report: Communication continues to be very good. Mr. Carlson reported that Irene submitted a proposal for a 1-year extension to the current contract and it is being studied. SUPERINTENDENT REPORT
State funding update: The state owes the district \$783,211.04 as of 3/31/2017. VOICE continues to report via various sources the dollar amount owed to area districts. Sue Rezin has sent a letter to the IL Comptroller requesting payments to school districts.

PUTNAM COUNTY BOARD OF EDUCATION

April 24, 2017

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Investment update: The next CD due date is 5/13/2017. The CD is currently housed at First State Bank with an APR of 0.39% and a balance of \$722,525.67.

SUPERINTENDENT
REPORT, cont.

Parent Advisory Committee report: Mrs. Shore reported that PAC committee is a great bunch of motivated parents and the May 2 event looks to be a terrific event for parents and students to get summer activity information.

No FOIA requests.

OLD BUSINESS

Approval of the enterprise zone resolution has been tabled. The goal is to obtain a draft from the attorney for the board and constituents to review.

First reading of PressPlus Issue 94.

NEW BUSINESS

Mrs. Cross reported on the summer school proposal. Several questions arose from the board. Mrs. Gilbert moved and Mr. Gibson seconded the motion to approve the summer school proposal. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

SUMMER SCHOOL

Mr. Copeland moved and Mrs. Shore seconded the motion to approve a mileage rate decrease from 0.57 cents per mile to 0.54 cents per mile for the 2017-2018 school year. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

MILEAGE RATE

The approval of summer worker wages has been tabled.

At 7:37 p.m. Mr. Gibson moved and Mr. Copeland seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. All ayes, motion carried.

EXECUTIVE
SESSION

At 8:07 p.m. Ms. Glenn moved and Mr. Gibson seconded the motion to return to open session. All ayes; motion carried.

Mr. Gibson moved and Mrs. Shore seconded the motion to approve the resignation of Brienne Blumhorst, with regret, as the HS P.E. teacher. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

PERSONNEL

Ms. Glenn moved and Mr. Copeland seconded the motion to approve the resignation of Abigail Milus, with regret, as an elementary special education aide. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Motion carried.

No action was taken on hirings.

At 8:08 p.m. Ms. Glenn moved and Mr. Copeland seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

PUTNAM COUNTY BOARD OF EDUCATION

April 24, 2017

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Respectfully submitted,

Ann Lambolely, Board Secretary

APPROVED _____ DATE _____
BOARD PRESIDENT

BOARD SECRETARY DATE _____

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
April 24, 2017

- CALL TO ORDER President Mrs. Nauman called the meeting to order at 6:35 p.m.
- ROLL CALL The following members were present to answer roll call: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; and Mrs. Shore, aye. Mrs. Popurella was absent.
- EXECUTIVE SESSION At 7:37 p.m. Mr. Gibson moved and Mr. Copeland seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.
- ITEMS DISCUSSED
- A. Resignations
 - Brianne Blumhorst, HS P.E. teacher
 - Abigail Milus, elementary special education aide
 - B. Hirings – no action taken.
- RETURN TO OPEN SESSION At 8:07 p.m. Ms. Glenn moved and Mr. Gibson seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,
Ann Lamboley, Board secretary

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
7:30 p.m., April 20, 2017
Media Center Putnam County Primary School

President Mrs. Nauman called the meeting to order at 7:34 p.m. CALL TO ORDER

The meeting continued with the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

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

Audience participation was added to the agenda following old business. ADJUSTMENTS TO THE AGENDA

Enterprise Zone: General discussion took place regarding the Enterprise Zone. Austin Taylor from the North Central Illinois Council of Governments and Hennepin Mayor Kevin Coleman were on hand; both provided valuable input and answered questions from the board. OLD BUSINESS

Locker bids: General discussion took place regarding the 4 bids that were submitted. The board inquired about the scrap; Mr. Carlson reported that Mr. Reaska will be taking the scrap in. Mr. Copeland moved and Ms. Glenn seconded the motion to approve the bid from Interiors for Business from Batavia, IL in the amount of \$55,650. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; Mrs. Shore, aye. Motion carried.

No audience participation. AUDIENCE PARTICIPATION/ HEARING OF DELEGATIONS

At 8:09 p.m. Mrs. Popurella moved and Mrs. Gilbert seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. All ayes, motion carried. EXECUTIVE SESSION

At 9:42 p.m. Mr. Gibson moved and Mrs. Shore seconded the motion to return to open session. All ayes; motion carried.

Mr. Carlson reported that he has rescinded his recommendation for non-renewal of an extracurricular position; there was no action taken. PERSONNEL
Mr. Gibson moved and Mrs. Popurella seconded the motion to hire Hannah Weinzerl as the high school agriculture teacher and FFA co-sponsor, Joshua Curry as the high school and junior high art teacher, and Caroline Whiteside as the high school Family and Consumer Science teacher. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; and Mrs. Shore, aye. Motion carried.

PUTNAM COUNTY BOARD OF EDUCATION

April 20, 2017

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At 9:48 p.m. Ms. Glenn moved and Mr. Gibson seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully submitted,

Ann Lambolely, Board Secretary

APPROVED	_____	_____
	BOARD PRESIDENT	DATE
	_____	_____
	BOARD SECRETARY	DATE

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
April 20, 2017

CALL TO
ORDER

President Mrs. Nauman called the meeting to order at 7:34 p.m.

ROLL CALL

The following members were present to answer roll call: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Gilbert, aye; Ms. Glenn, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; and Mrs. Shore, aye.

EXECUTIVE
SESSION

At 8:09 p.m. Mrs. Popurella moved and Mrs. Gilbert seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

- A. Discussed non-renewal of coaching position
 - General discussion regarding HS coach and possible non-renewal

- B. Hires
 - Hannah Weinzierl – HS agriculture teacher and FFA co-sponsor
 - Joshua Curry – HS and JH art
 - Caroline Whiteside – HS Family and Consumer Science

RETURN TO
OPEN SESSION

At 9:42 p.m. Mr. Gibson moved and Mrs. Shore seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,
Ann Lamboley, Board secretary

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 1, 2017
Media Center Putnam County Primary School

President Mrs. Nauman called the meeting to order at 6:30 p.m. CALL TO ORDER

The meeting continued with the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

The following members were present to answer roll call: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Nauman, aye; Mrs. Popurella and Mrs. Shore, aye. Mrs. Gilbert and Ms. Glenn were absent. Ms. Glenn entered the meeting at 6:59 p.m. ROLL CALL

Enterprise Zone: Mr. Carlson informed the board that no resolution was available for the board's review. Attorney Gene Hanses advised Mr. Carlson to obtain a more district specific resolution from NCICG. Mr. Carlson plans to have this for the board's review at the May 15 meeting. OLD BUSINESS

At 6:32 p.m. Mrs. Shore moved and Mrs. Popurella seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. All ayes, motion carried. EXECUTIVE SESSION

At 6:59 p.m. Mr. Gibson moved and Mrs. Shore seconded the motion to return to open session. All ayes; motion carried.

Mr. Copeland moved and Mrs. Popurella seconded the motion to hire Tyler Ellena as the high school Guidance Counselor. All ayes, motion carried. PERSONNEL

Mrs. Shore moved and Mr. Copeland seconded the motion to hire Maricille Ellena as the junior high math teacher. All ayes, motion carried.

Mr. Copeland moved and Mrs. Shore seconded the motion to hire summer workers: Brea Schorn, Teresa Gallup, Sandi Andracke, Stacy Veronda, Connor Bean, Jace Schorn, Hope Keller, Jared Sale, Matt Gimbal, Luke Carlson, Seth Carlson, Jared Olson, Cody Ballerini, Ashlyn Haage, Josh Tonozzi, Lyndsey DiazDeLeon and mowers Chris Walker and Lynette Olson. All ayes, motion carried.

At 7:02 p.m. Mr. Gibson moved and Mr. Copeland seconded the motion to adjourn sine die. All ayes, motion carried. ADJOURN SINE DIE

Mr. Copeland moved and Ms. Glenn seconded the motion to appoint Mr. Gibson as President Pro Tem. All ayes, motion carried. PRESIDENT PRO TEM

Ms. Glenn moved and Mr. Copeland seconded the motion to nominate Mr. Gibson as President. All ayes, motion carried. Jim Gibson is the President. PRESIDENT

Mrs. Shore moved and Mr. Mallery seconded the motion to nominate Mr. Copeland as Vice President. All ayes; motion carried. Rollie Copeland is the Vice President. VICE PRESIDENT

PUTNAM COUNTY BOARD OF EDUCATION

May 1, 2017

Page 2

Mrs. Shore moved and Mrs. Baker seconded the motion to appoint Ann Lamboley as Board Secretary. All ayes, motion carried.

APPOINT SECRETARY

Mrs. Shore moved and Mrs. Popurella seconded the motion to appoint Alex Rolando as the Treasurer. All ayes, motion carried.

APPOINT TREASURER

Building & Grounds: Mrs. Popurella, Mr. Copeland, Ms. Glenn

Finance: Mrs. Baker, Mr. Mallery, Ms. Glenn

Insurance: Mr. Gibson, Mr. Copeland, Mrs. Baker

Personnel: Mr. Gibson, Mr. Mallery

Parent Advisory: Mrs. Shore

Policy: Mrs. Baker, Mrs. Shore

Negotiations: Mr. Copeland, Mr. Gibson, Mrs. Shore (substitute: Mrs. Popurella)

PCEF Designee: Ms. Glenn

LEASE Rep: Mrs. Shore

IASB Conference Delegate: Mr. Gibson

IASB Governing Board Representative: Mr. Gibson

Board liason w/ Athletic Boosters: Mr. Copeland, Ms. Glenn

Mr. Copeland moved and Ms. Glenn seconded the motion to approve the committee appointments. All ayes, motion carried.

COMMITTEE APPOINTMENTS

Mr. Gibson, Mr. Copeland, Mrs. Baker and Mr. Mallery will hand out diplomas at the Junior High graduation; Mr. Gibson, Mr. Copeland, Ms. Glenn and Mrs. Shore will hand out diplomas at the High School graduation.

GRADUATIONS

Mrs. Popurella moved and Ms. Glenn seconded the motion to approve the Board meeting dates-third Monday of each month, except January and February will be the Tuesday following the third Monday. All ayes; motion carried.

BOARD MEETING DATES

At 7:14 p.m. Mr. Copeland moved and Mrs. Baker seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully submitted,

Ann Lamboley, Board Secretary

APPROVED _____
BOARD PRESIDENT DATE

BOARD SECRETARY DATE

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
May 1, 2017

CALL TO
ORDER

President Mrs. Nauman called the meeting to order at 6:30 p.m.

ROLL CALL

The following members were present to answer roll call: Mr. Copeland, aye; Mr. Gibson, aye; Mrs. Nauman, aye; Mrs. Popurella, aye; and Mrs. Shore, aye. Mrs. Gilbert and Ms. Glenn were absent. Ms. Glenn entered the meeting at 6:59 p.m.

EXECUTIVE
SESSION

At 6:32 p.m. Mrs. Shore moved and Mrs. Popurella seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

B. Hires

- Tyler Ellena – HS Guidance Counselor
- Maricille Ellena – JH math
- Summer workers: Brea Schorn, Teresa Gallup, Sandi Andracke, Stacy Veronda, Connor Bean, Jace Schorn, Hope Keller, Jared Sale, Matt Gimbal, Luke Carlson, Seth Carlson, Jared Olson, Cody Ballerini, Ashlyn Haage, Josh Tonzzi, Lyndsey DiazDeLeon, and mowers Chris Walker and Lynette Olson.

RETURN TO
OPEN SESSION

At 6:59 p.m. Mr. Gibson moved and Mrs. Shore seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,
Ann Lamboley, Board secretary

BOARD PRESIDENT: _____

DATE: _____

BOARD SECRETARY: _____

DATE: _____

Bills Payable List

Printed: 5/11/2017 10:20 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2017 to 5/31/2017

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
AAA TREE SERVICE						
		JR HI-REG PROG CAP OUTLA TREE TRIM		515	1,330.00	10-1112-540-3
					\$1,330.00	
AFLAC						
		AFLAC-PRE TAX		97	102.57	10-481
		AFLAC-AFTER		999	11.71	10-481
		AFLAC-PRE TAX		97	10.79	20-481
		AFLAC-PRE TAX		97	102.57	10-481
		AFLAC-AFTER		999	11.71	10-481
		AFLAC-PRE TAX		97	10.79	20-481
					\$250.14	
AIRGAS USA						
		VOC AG SUPPLIES		515	196.71	10-1401-410-2
		VOC AG SUPPLIES		515	316.19	10-1401-410-2
					\$512.90	
AMEREN ILLINOIS						
		JR HI-ELECTRICAL SERVICE		515	81.56	20-2542-466-3
		JR HI-ELECTRICAL SERVICE		515	111.86	20-2542-466-3
		H S- ELECTRIC SERVICE		515	7,046.85	20-2542-466-2
		PRIMARY-ELECTRIC SERVIC		515	3,005.23	20-2542-466-5
		JR HI-NATURAL GAS		515	487.66	20-2542-465-3
		H S-NATURAL GAS SERVICE		515	1,055.07	20-2542-465-2
		ELEMENTARY-NATURAL GAS		515	410.06	20-2542-465-4
		ELEMENTARY-ELECTRIC SERVI		515	1,337.31	20-2542-466-4
		PRIMARY NATURAL GAS		515	439.23	20-2542-465-5
		H S- ELECTRIC SERVICE		515	114.73	20-2542-466-2
		JR HI-ELECTRICAL SERVICE		515	41.17	20-2542-466-3
		JR HI-ELECTRICAL SERVICE		515	2,536.69	20-2542-466-3
					\$16,667.42	
AMERICAN CENTRAL INSURANCE S						
		HEALTH CARE EXP FLEX PLAN		999	753.84	10-481
		DEP DAYCARE EXP FLEX PLAN		999	208.33	10-481
		HEALTH CARE EXP FLEX PLAN		999	10.00	80-481
		BOARD DUES/FEEES		515	65.00	10-2310-640-6
		HEALTH CARE EXP FLEX PLAN		999	878.21	10-481
		DEP DAYCARE EXP FLEX PLAN		999	208.33	10-481
		HEALTH CARE EXP FLEX PLAN		999	9.96	80-481
		HEALTH CARE EXP FLEX PLAN		999	0.67	40-481
					\$2,134.34	
ARAMARK						
		ALL SCHOOL SERVICES		515	133.81	20-2542-321-1
		ALL SCHOOL SERVICES		515	42.97	20-2542-321-1
		ALL SCHOOL SERVICES		515	9.54	20-2542-321-1
		ALL SCHOOL SERVICES		515	190.53	20-2542-321-1
		ALL SCHOOL SERVICES		515	39.83	20-2542-321-1
		ALL SCHOOL SERVICES		515	134.93	20-2542-321-1
		ALL SCHOOL SERVICES		515	59.05	20-2542-321-1

Bills Payable List

Printed: 5/11/2017 10:20 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2017 to 5/31/2017

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		ALL SCHOOL SERVICES		515	44.31	20-2542-321-1
					<u>\$654.97</u>	
ARWOOD WASTE		H S ATHLETIC-SUPPLIES		515	333.09	10-1501-410-2
					<u>\$333.09</u>	
B R SPORTS		GRANT - SKATE RENTAL		515	1,068.00	10-2310-411-6
					<u>\$1,068.00</u>	
BELL, AMY		MW CONFERENCE		515	293.66	10-1250-112-36
					<u>\$293.66</u>	
BUREAU COUNTY REPUBLICAN		INFO SERV-ADVERTISING I LOCKER BID		515	144.00	10-2630-350-1
		INFO SERV-ADVERTISING MAINTENANCE POSIT		515	57.60	10-2630-350-1
					<u>\$201.60</u>	
BUREAU OF EDUCATION & RESEAR		LIT CONFERENCE HANNON		515	249.00	10-1110-332-42
					<u>\$249.00</u>	
CDW GOVT INC.		LEASE FD TECH SUPPLY		515	924.66	10-1112-410-1
		LEASE FD TECH SUPPLY		515	2,220.00	10-1112-410-1
		LEASE FD TECH SUPPLY		515	2,750.00	10-1112-410-1
		LEASE FD TECH SUPPLY		515	335.36	10-1112-410-1
		LEASE FD TECH CAP OUT WALLMOUNTS		515	5,722.63	10-1110-540-1
					<u>\$11,952.65</u>	
CENGAGE LEARNING		HS MEDIA SOFTWARE		515	330.00	10-2220-470-2
		HS MEDIA-AV		515	446.05	10-2220-430-2
					<u>\$776.05</u>	
CENTERPOINT ENERGY SERVICES I		H S-NATURAL GAS SERVICE		515	1,280.27	20-2542-465-2
		PRIMARY NATURAL GAS		515	641.58	20-2542-465-5
		ELEMENTARY-NATURAL GAS		515	618.46	20-2542-465-4
		JR HI-NATURAL GAS		515	774.52	20-2542-465-3
					<u>\$3,314.83</u>	
CENTRAL RESTAURANT PRODUCTS		H S-CAFE MISC SUPPLIES		515	380.70	10-2560-490-2
					<u>\$380.70</u>	
CEREBELLUM CORP		JR HI MEDIA-PERIODICALS		515	335.35	10-2220-440-3
		JH MEDIA SOFTWARE		515	128.81	10-2220-470-3
					<u>\$464.16</u>	
CIONI FORD, AL		03902/04018		515	184.48	10-1700-323-2
					<u>\$184.48</u>	
COMTECH HOLDINGS INC						

Bills Payable List

Printed: 5/11/2017 10:20 AM
PUTNAM COUNTY CUSD #535
Expense on Date: 5/1/2017 to 5/31/2017

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		ELECTRIC DAMPER REPLACED		515	1,114.33	20-2543-323-3
					<u>\$1,114.33</u>	
CULLIGAN TRI CO SALES						
		ALL SCHOOL SERVICES		515	154.00	20-2542-321-1
		ALL SCHOOL SERVICES		515	144.00	20-2542-321-1
					<u>\$298.00</u>	
DAVIS, ANNETTE E						
		HEARING IMP-TRAVEL		515	49.25	10-1207-332-1
		MEDIA PROG-TRAVEL		515	103.85	10-2220-332-1
					<u>\$153.10</u>	
DE LAGE LANDEN PUBLIC FINANCE						
		SUP COPY MACHINE		515	553.54	10-2320-323-1
		HEN R/M/COPIERS		515	553.54	10-1110-323-4
		JH R/M/COPIER		515	553.54	10-1112-323-3
		HS R/M / COPIER		515	553.54	10-1113-323-2
		PRIMARY R/M /COPIER		515	553.54	10-1111-323-5
					<u>\$2,767.70</u>	
DISCOUNT SCHOOL SUPPLY						
		ECE INST SUP 1-6		515	232.27	10-1125-410-1
					<u>\$232.27</u>	
DRESBACH DISTRIBUTING CO						
		CAN LINERS ALL SCHOOLS		515	592.57	20-2542-410-2
		JR HI-BUILDING SUPPLIES		515	592.56	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		515	592.56	20-2542-410-4
		PRIMARY BLDG SUPPLY		515	592.56	20-2542-410-5
					<u>\$2,370.25</u>	
ENGLAND, KIMBERLY						
		JR HI-TRAVEL		515	79.80	10-1112-332-3
		H S TRAVEL		515	79.80	10-1113-332-2
					<u>\$159.60</u>	
FIRST TO THE FINISH						
		JR HI-ATHLETIC SUPPLIES		515	452.35	10-1501-410-3
					<u>\$452.35</u>	
FRONTIER						
		H S - TELEPHONE SERVICE		515	88.41	20-2542-340-2
		H S - TELEPHONE SERVICE		515	196.09	20-2542-340-2
		ALL SCHOOL SERVICES		515	135.17	20-2542-340-4
					<u>\$419.67</u>	
GETZ FIRE EQUIPMENT CO						
		FIRE EXTINGUISHER		515	73.50	20-2543-410-2
					<u>\$73.50</u>	
GLEASON FINANCE						
		GARNISHMENT		98	111.90	10-481
		GARNISHMENT		98	111.90	10-481
					<u>\$223.80</u>	
GOSLIN, VANESSA						

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		H S TRAVEL		515	68.40	10-1113-332-2
		JR HI-TRAVEL		515	68.40	10-1112-332-3
					\$136.80	
GRAPHIC ELECTRONICS						
		RETIREMENT PLACQUE		515	154.25	10-2320-410-1
		MARBLE BASE FOR RETIREMENT APPLES		515	20.00	10-2320-410-1
					\$174.25	
GRASSERS						
		H S-BUILDING REPAIRS/MAI		515	1,995.00	20-2542-323-2
					\$1,995.00	
HEALTH CARE SERVICE CORPORAT						
		HLTH NC S		98	158.20	20-481
		HLTH BP NC S		98	1,326.50	20-481
		HLTH NC S		98	696.08	10-481
		HLTH BP NC S		98	5,836.60	10-481
		HLTH CRT S		98	1,138.72	10-481
		HLTH BP CRT S		98	9,548.15	10-481
		HLTH E + C		98	1,625.96	10-481
		HLTH BP E + C		98	2,785.55	10-481
		HLTH CRT F		98	2,674.74	10-481
		HLTH BP CRT F		98	2,841.78	10-481
		HLTH CRT E + S		98	1,643.52	10-481
		HLTH BP CRTE+S		98	2,341.80	10-481
		HLTH E + C		98	203.50	20-481
		HLTH BP EMP+C		98	348.63	20-481
		HLTH ADM BP F		98	2,758.26	10-481
		HLTH BP ADM S		98	296.93	10-481
		HLTH E + C		98	2.04	80-481
		HLTH BP E + C		98	3.49	80-481
		HLTH NC F		98	445.79	10-481
		HLTH BP NC F		98	473.63	10-481
		HLTH E + C		98	162.80	10-481
		HLTH E + C		98	40.70	80-481
		HLTH BP EMP+C		98	278.90	10-481
		HLTH BP EMP+C		98	69.73	80-481
		HLTH CRT S		98	0.32	80-481
		HLTH BP CRT S		98	2.65	80-481
		HLTH ADMIN E+S		98	664.22	10-481
		HLTH BP CRT F		98	3,438.99	10-481
		HLTH CRT E + S		98	1,639.38	10-481
		HLTH BP CRTE+S		98	2,335.91	10-481
		HLTH CRT F		98	3,361.48	10-481
		HLTH E + C		98	203.50	20-481
		HLTH BP EMP+C		98	348.63	20-481
		HLTH ADM BP F		98	2,748.15	10-481
		HLTH BP ADM S		98	296.93	10-481
		HLTH CRT E + S		98	4.14	40-481
		HLTH BP CRTE+S		98	5.89	40-481

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		HLTH E + C		98	2.34	80-481
		HLTH NC S		98	158.20	20-481
		HLTH BP NC S		98	1,326.50	20-481
		HLTH NC S		98	696.08	10-481
		HLTH BP CRT S		98	9,521.65	10-481
		HLTH BP CRT S		98	26.50	40-481
		HLTH E + C		98	1,422.16	10-481
		HLTH BP E + C		98	2,436.40	10-481
		HLTH BP E + C		98	4.01	80-481
		HLTH NC F		98	445.79	10-481
		HLTH BP NC F		98	473.63	10-481
		HLTH E + C		98	162.98	10-481
		HLTH E + C		98	40.52	80-481
		HLTH BP EMP+C		98	279.22	10-481
		HLTH BP EMP+C		98	69.41	80-481
		HLTH ADM BP F		98	10.11	40-481
		HLTH CRT F		98	1.34	40-481
		HLTH ADMIN E+S		98	664.22	10-481
		HLTH BP NC S		98	5,836.60	10-481
		HLTH CRT S		98	1,135.55	10-481
		HLTH CRT S		98	3.17	40-481
		HLTH BP CRT F		98	1.42	40-481
		HLTH CRT S		98	0.32	80-481
		HLTH BP CRT S		98	2.65	80-481
					<u>\$77,472.96</u>	
HEALY, BENDER & ASSOCIATES, IN						
		ARCHITECT SERV LOCKERS		515	460.00	20-2542-320-1
					<u>\$460.00</u>	
HEARTLAND BANK AND TRUST COI						
		BOND INTEREST		515	9,250.00	30-5200-610-1
					<u>\$9,250.00</u>	
HENNEPIN BLDG IMPREST						
		TITLE I SALARY		515	735.00	10-1250-112-36
					<u>\$735.00</u>	
HENNEPIN FOOD MART						
		HENN-CAFE FOOD		515	11.85	10-2560-410-4
		ELEMENTARY-GROUNDS SUPPLY		515	16.25	20-2543-410-4
		CROSS CAT SUPPLY - HS		515	13.54	10-1220-410-2
					<u>\$41.64</u>	
HERFF JONES INC.						
		DIPLOMAS		515	1,232.47	10-1113-410-2
					<u>\$1,232.47</u>	
HIGH SCHOOL IMPREST						
		HS ATHL OFFICIALS		515	2,190.00	10-1501-319-2
		MUSIC DUES		515	50.00	10-1115-640-1
		H S-DUES AND FEES		515	385.00	10-1113-640-2
		HS ATH DUES/FEES		515	250.00	10-1501-640-2

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					<u>\$2,875.00</u>	
IBARRA, JENNIFER		AMAZING RACE HATS		515	76.32	10-2310-411-6
					<u>\$76.32</u>	
IDEAL ENVIROMENTAL		ASBESTOS TRAINING		515	140.00	20-2542-332-7
					<u>\$140.00</u>	
IESA		JR HI-DUES/FEES		515	800.00	10-1112-640-3
					<u>\$800.00</u>	
IL ASSO OF SCHOOL BOARDS		BAKER/MALLERY		515	700.00	10-2310-332-6
					<u>\$700.00</u>	
IL VALLEY CELLULAR		ALL SCHOOL SERVICES		515	328.28	20-2542-321-1
					<u>\$328.28</u>	
IL VIRTUAL SCHOOL		M BROOKER		515	225.00	10-1113-470-1
					<u>\$225.00</u>	
IX CONTROLS		RTU ISSUES - REWIRED USB CONVERTER NEW		515	686.63	20-2542-323-3
		BOILERS NO HEAT WIRE LOOSE REPAIRED		515	355.00	20-2542-323-5
		UPGRADED SOFTWARE LAPTOP FOR BACKSTAG		515	615.00	20-2542-323-2
		BLOWER VFD CLEANING /ETHERNET ROUTER		515	947.82	20-2542-323-2
					<u>\$2,604.45</u>	
JOHANNES BUS SERVICE INC.		CONTRACT ECE ROUTES		515	8,230.88	40-2550-331-1
		CONTRACT-EX CURRIC		515	6,622.94	40-2550-328-1
		CONTRACT SERVICE-AV		515	3,262.56	40-2550-327-1
		CONTRACT SERVICE-SP ED R		515	18,054.03	40-2550-326-1
		CONTRACT REG		515	34,144.65	40-2550-325-1
					<u>\$70,315.06</u>	
JONES SCHOOL SUPPLY COMPANY		TROPHY FINE ARTS FESTIVAL		515	19.23	10-2310-411-6
		AWARDS SCIENCE FAIR		515	42.31	10-1112-410-3
					<u>\$61.54</u>	
JUNIOR HIGH IMPREST		JR HI-DUES/FEES		515	10.00	10-1112-640-3
		BOARD SUPPLIES		515	42.70	10-2310-410-6
					<u>\$52.70</u>	
KELLY SAUDER RUIPE		MOWER PARTS/REPAIR		515	258.68	20-2543-323-2
					<u>\$258.68</u>	
KOHL WHOLESALE		HEN BREAKFAST		515	452.76	10-2560-410-1-4
		HENN-CAFE FOOD		515	2,181.00	10-2560-410-4

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		HENN ELEM-CAFE MISC SUPP		515	141.12	10-2560-490-4
		HS BREAKFAST		515	328.43	10-2560-410-1-2
		HIGH SCHOOL- FOOD		515	2,189.75	10-2560-410-2
		H S-CAFE MISC SUPPLIES		515	106.96	10-2560-490-2
		JH BREAKFAST		515	304.51	10-2560-410
		JR HI-CAFE FOOD		515	2,645.88	10-2560-410-3
		JR HI-CAFE MISC SUPPLIES		515	142.65	10-2560-490-3
		PRIMARY BREAKFAST		515	502.34	10-2560-410-1-5
		PRIMARY CAFE FOOD		515	2,120.23	10-2560-410-5
					<u>\$11,115.63</u>	
KROMM, JAMIE		TITLE IIA TRAVEL		515	183.54	10-1110-332-42
					<u>\$183.54</u>	
KUEHN, BETH		STORE SUPPLIES		515	49.40	10-2210-410-1
					<u>\$49.40</u>	
LAKESHORE		ECE FOOD SUPP		515	50.58	10-1125-411-1
		PRE-K FOOD SUPP		515	103.45	10-1225-411-26
					<u>\$154.03</u>	
LEASE		CUTTING EDGE/LIFE SKILLS KZ/MM		515	130.00	10-1220-333-1
					<u>\$130.00</u>	
LIBERTY MUTUAL INSURANCE COM		BOARD TREASURER BOND		515	4,250.00	10-2310-380-1-7
					<u>\$4,250.00</u>	
LIBRARY VIDEO COMPANY		HS MEDIA-AV		515	17.93	10-2220-430-2
					<u>\$17.93</u>	
LIGHTED WAY ASSOCIATION I		LIGHTEDWAY/PEORIA		515	5,843.40	10-1912-670-1
					<u>\$5,843.40</u>	
LOUIS, WENDY		CROSS CAT DIR TRAVEL		515	253.08	10-1220-333-1
					<u>\$253.08</u>	
LUND, JANET		LEASE BLOCK GRANT TRAVEL		515	186.96	10-1110-332-38
					<u>\$186.96</u>	
MACGILL		NURSE-SUPPLIES		515	111.18	10-2134-410-1
					<u>\$111.18</u>	
MACKIN EDUCATIONAL RESOURCE		JH MEDIA SUPPLIES		515	106.03	10-2220-410-3
		JH MEDIA SOFTWARE		515	100.00	10-2220-470-3
		LIBRARY GRANT		515	98.73	10-2220-410-32
		LIBRARY GRANT		515	98.53	10-2220-410-32

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					<u>\$403.29</u>	
MARCO INC						
		PRIMARY R/M /COPIER		515	414.92	10-1111-323-5
		HS R/M / COPIER		515	414.92	10-1113-323-2
		JH R/M/COPIER		515	414.93	10-1112-323-3
		HEN R/M/COPIERS		515	414.93	10-1110-323-4
		SUP COPY MACHINE		515	414.93	10-2320-323-1
					<u>\$2,074.63</u>	
MARK KARLOSKY CONSULTING						
		CONTRACT		515	220.00	10-2226-323-1
		CONTRACT		515	220.00	10-2226-323-1
		CONTRACT		515	220.00	10-2226-323-1
		LEASE FD TECH SUPPLY		515	10,424.23	10-1112-410-1
		LEASE FD TECH SUPPLY		515	3,207.99	10-1112-410-1
					<u>\$14,292.22</u>	
MAYER-JOHNSON LLC						
		CROSS CAT SUPPLY - DIRECTOR		515	103.90	10-1220-410-1
					<u>\$103.90</u>	
MCNABB TELEPHONE COMPANY						
		ELEM-TELEPHONE		515	296.89	20-2542-340-4
		PRIMARY-TELEPHONE SERV		515	296.89	20-2542-340-5
		SUPT-TELEPHONE		515	296.89	20-2542-340-1
		JR HI-TELEPHONE SERVICE		515	296.89	20-2542-340-3
		H S - TELEPHONE SERVICE		515	296.89	20-2542-340-2
					<u>\$1,484.45</u>	
MEDIACOM						
		LEASE FD-NBS/MEDIACOM		515	305.90	10-2190-323-1
		LEASE FD-NBS/MEDIACOM		515	205.90	10-2190-323-1
					<u>\$511.80</u>	
MENARDS PERU						
		PRIMARY BLDG SUPPLY		515	68.79	20-2542-410-5
		H S ATHLETIC-SUPPLIES		515	19.98	10-1501-410-2
		JR HI-BUILDING SUPPLIES		515	59.97	20-2542-410-3
		LIGHTING AND DRUM FAN SUPPLIES		515	367.96	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		515	13.67	20-2542-410-2
		JR HI-BUILDING SUPPLIES		515	237.94	10-1112-410-1
					<u>\$768.31</u>	
MICRO TECH						
		JR HI SUPPLIES		515	496.70	10-1112-410-3
					<u>\$496.70</u>	
MIGNONE, MARIA						
		TITLE IIA TRAVEL		515	263.67	10-1110-332-42
					<u>\$263.67</u>	
MUSIC IN MOTION						
		MUSIC SUPPLY-PRIM		515	274.87	10-1115-410-5
					<u>\$274.87</u>	

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N C I M D						
		HIGH SCHOOL- FOOD		515	812.75	10-2560-410-2
		JR HI-CAFE FOOD		515	648.00	10-2560-410-3
		HENN-CAFE FOOD		515	751.75	10-2560-410-4
		PRIMARY CAFE FOOD		515	871.50	10-2560-410-5
					<u>\$3,084.00</u>	
NCPERS GROUP LIFE INS.						
		NCPERS INSURANCE		999	48.00	10-481
		NCPERS INSURANCE		999	8.00	20-481
		NCPERS INSURANCE		999	64.00	10-481
		NCPERS INSURANCE		999	8.00	20-481
					<u>\$128.00</u>	
NEFF COMPANY						
		MUSIC AWARDS		515	434.65	10-1115-487-1
					<u>\$434.65</u>	
NETWORK BUSINESS SYSTEMS INC						
		LEASE FD-NBS/MEDIACOM		515	200.00	10-2190-323-1
					<u>\$200.00</u>	
NEWS TRIBUNE						
		CLASSIFIED AND PR MAGAZINE		515	1,213.55	10-2630-350-1
					<u>\$1,213.55</u>	
NORTH CENTRAL BANK						
		PRINC OFFICE-TRAVEL		515	368.60	10-2410-332-1
		HENN ELEM-SUPPLIES		515	176.78	10-1110-410-4
		ECE INST SUP 1-6		515	25.18	10-1125-410-1
		PRIMARY OFFICE - SUPPLIES		515	41.94	10-2410-410-5
		ECE INST SUP 1-6		515	84.34	10-1125-410-1
		SUPT OFFICE-SUPPLIES		515	91.50	10-2320-410-1
		JR HI SUPPLIES		515	17.79	10-1112-410-3
		JR HI SUPPLIES		515	24.43	10-1112-410-3
		H S-TEXTBOOKS		515	432.25	10-1113-420-2
		LAPTOPS		515	2,025.00	10-1112-410-1
		HENN ELEM-SUPPLIES		515	21.45	10-1110-410-4
		HENN ELEM-SUPPLIES		515	40.00	10-1110-410-4
		SANDBOX		515	502.13	10-1125-410-1
		JR HI-GROUNDS REP/MAIN		515	218.00	20-2543-323-3
		H S ATHLETIC-SUPPLIES		515	642.93	10-1501-410-2
		PRIMARY-TEXTBOOKS		515	265.13	10-1111-420-5
		MEDICAID		515	86.36	10-1220-411-11
		LEASE FD TECH SUPPLY		515	643.85	10-1112-410-1
					<u>\$5,707.66</u>	
ORIENTAL TRADING CO						
		TITLE I 1-6		515	45.42	10-1250-410-36
					<u>\$45.42</u>	
PC FOODS, INC.						
		CROSS CAT SUPPLY - HS		515	16.77	10-1220-410-2
		F/C SCIENCE SUPPLY		515	116.85	10-1113-412-2

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		F/C SCIENCE SUPPLY		515	9.33	10-1113-412-2
		F/C SCIENCE SUPPLY		515	128.35	10-1113-412-2
		MEDICAID JH LIFE SKILLS		515	42.88	10-1220-411-11
		MEDICAID JH LIFE SKILLS		515	20.12	10-1220-411-11
		AMAZING RACE SUPPLIES		515	12.74	10-2310-411-6
					<u>\$347.04</u>	
PCCU (NEC)						
		NEC 24/20		98	1,062.59	10-481
		NEC-ADMIN/10 MONTH		98	170.89	10-481
		NEC 24/20		98	0.30	80-481
		NEC-ADMIN/10 MONTH		98	170.86	10-481
		DED NEC		98	37.95	10-481
		NEC 24/20		98	1,228.35	10-481
		NEC 24/20		98	2.75	40-481
		NEC 24/20		98	0.30	80-481
		NEC-ADMIN/10 MONTH		98	0.20	40-481
					<u>\$2,674.19</u>	
PENSERV PLAN SERVICES INC						
		PENSERV PLAN SERVICES		999	4,013.45	10-481
		PENSERV PLAN SERVICES		999	50.00	20-481
		PENSERV PLAN SERVICES		999	5.68	40-481
		PENSERV PLAN SERVICES		999	4,157.77	10-481
		PENSERV PLAN SERVICES		999	50.00	20-481
					<u>\$8,276.90</u>	
PERMA- BOUND						
		HS MEDIA BOOKS		515	337.92	10-2220-411-2
		LIBRARY GRANT		515	62.18	10-2220-410-32
		LIBRARY GRANT		515	17.79	10-2220-410-32
		PCEF READING GRANT		515	61.19	10-2310-411-6
		LIBRARY GRANT		515	143.88	10-2220-410-32
					<u>\$622.96</u>	
PERRY MEMORIAL HOSPITAL						
		STUDENT MEDICAL TESTING		515	444.00	10-2310-390-6
					<u>\$444.00</u>	
PLAY WITH A PURPOSE						
		PRE-K SUPPLIES		515	163.68	10-1225-410-26
					<u>\$163.68</u>	
PRIMARY IMPREST						
		PRINC OFFICE-POSTAGE		515	7.20	10-2410-341-1
		SCHOOL ASSEMBLY		515	375.00	10-1125-412-1
					<u>\$382.20</u>	
PUT CO PCEA/IEA DUES						
		NON-CERT DUES		98	37.82	20-481
		IEA CERT DUES		98	2,241.50	10-481
		NON-CERT DUES		98	543.11	10-481
		IEA CERT DUES		98	0.68	80-481
		NON-CERT DUES		98	3.78	80-481

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		NON-CERT DUES		98	536.34	10-481
		NON-CERT DUES		98	6.79	40-481
		NON-CERT DUES		98	37.82	20-481
		IEA CERT DUES		98	2,235.26	10-481
		IEA CERT DUES		98	6.19	40-481
		IEA CERT DUES		98	0.73	80-481
		NON-CERT DUES		98	3.76	80-481
					<u>\$5,653.78</u>	
PUT CO SCHOOL (FED TRS)						
		TITLE I FED TRS SMITH		515	1,910.06	10-1250-210-36
					<u>\$1,910.06</u>	
PUT CO SCHOOL (TRS HEALTH)						
		THIS P24/T20		98	3,589.70	10-481
		THIS ADMIN/10 MONTH		98	577.40	10-481
		THIS P24/T20		98	1.03	80-481
		H S-MEDICAL INSURANCE SCHMIDT		515	305.50	10-1113-222-2
		HENN ELEM-MED INSURANCE KEENER		515	360.20	10-1110-222-4
		PRIMARY-MED INS RINGENBERG		515	305.50	10-1111-222-5
		THIS ADMIN/10 MONTH		98	577.31	10-481
		DED THIS		98	128.28	10-481
		THIS P24/T20		98	4,149.68	10-481
		THIS P24/T20		98	9.27	40-481
		THIS P24/T20		98	1.02	80-481
		THIS ADMIN/10 MONTH		98	0.68	40-481
					<u>\$10,005.57</u>	
PUT CO SCHOOL (TRS)						
		TRS P24/T20		98	16,482.86	10-481
		TRS ADMI/10 MONTH		98	2,913.53	10-481
		TRS P24/T20		98	4.72	80-481
		TRS ADMI/10 MONTH		98	2,913.06	10-481
		DED TRS		98	647.31	10-481
		TRS P24/T20		98	19,054.00	10-481
		TRS P24/T20		98	42.58	40-481
		TRS P24/T20		98	4.71	80-481
		TRS ADMI/10 MONTH		98	3.43	40-481
					<u>\$42,066.20</u>	
PUT CO SCHOOLS						
		IM IMRF		98	523.21	20-481
		IMRFBRD SHARE		98	1,295.23	50-481
		IM IMRF		98	1,706.94	10-481
		IMRFBRD SHARE		98	4,308.71	50-481
		IMRF VOL CONTRIBUTIONS		98	149.74	20-481
		IM IMRF		98	15.03	80-481
		IMRFBRD SHARE		98	37.20	50-481
		IM IMRF		98	33.57	10-481
		IM IMRF		98	73.13	40-481
		IMRFBRD SHARE		98	181.03	50-481
		IMRF VOL CONTRIBUTIONS		98	149.74	20-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		IM IMRF		98	531.92	20-481
		IMRFBRD SHARE		98	1,316.78	50-481
		IM IMRF		98	1,933.23	10-481
		IM IMRF		98	15.03	80-481
		IMRFBRD SHARE		98	37.21	50-481
		IM IMRF		98	33.57	10-481
		IMRFBRD SHARE		98	4,868.93	50-481
					<u>\$17,210.20</u>	
PUTNAM CO COMM UNIT (IL)						
		IL State Tax		99	465.07	20-481
		IL State Tax		99	6,963.68	10-481
		IL State Tax		99	10.78	80-481
		IL State Tax		99	488.94	20-481
		IL State Tax		99	8,482.85	10-481
		IL State Tax		99	72.37	40-481
		IL State Tax		99	10.78	80-481
					<u>\$16,494.47</u>	
PUTNAM CO SD FIT						
		Federal Tax 2017		99	1,563.31	20-481
		Federal Tax 2017		99	20,830.12	10-481
		Federal Tax 2017		99	20.88	80-481
		Federal Tax 2017		99	1,999.68	20-481
		Federal Tax 2017		99	26,846.96	10-481
		Federal Tax 2017		99	118.25	40-481
		Federal Tax 2017		99	20.81	80-481
					<u>\$51,400.01</u>	
PUTNAM CO SD MEDICARE						
		MEDICARE (CERT)		99	2,312.16	10-481
		MEDICARE (BRD PD)		99	2,312.16	50-481
		MEDICARE (CERT)		99	0.54	80-481
		MEDICARE (BRD PD)		99	0.54	50-481
		MEDICARE (CERT)		99	2,759.22	10-481
		MEDICARE (BRD PD)		99	2,759.22	50-481
		MEDICARE (CERT)		99	5.54	40-481
		MEDICARE (BRD PD)		99	5.54	50-481
		MEDICARE (CERT)		99	0.53	80-481
		MEDICARE (BRD PD)		99	0.53	50-481
					<u>\$10,155.98</u>	
PUTNAM COUNTY COLLECTOR						
		ALL SCHOOL SERVICES		515	38.74	20-2542-321-1
					<u>\$38.74</u>	
PUTNAM COUNTY SD FICA						
		FICA 2017		99	1,012.88	20-481
		MATCHING FICA		99	1,012.88	50-481
		FICA 2017		99	2,822.76	10-481
		MATCHING FICA		99	2,822.76	50-481
		FICA 2017		99	21.67	80-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		MATCHING FICA		99	21.67	50-481
		FICA 2017		99	124.32	40-481
		MATCHING FICA		99	124.32	50-481
		FICA 2017		99	1,062.27	20-481
		MATCHING FICA		99	1,062.27	50-481
		FICA 2017		99	3,666.79	10-481
		FICA 2017		99	21.69	80-481
		MATCHING FICA		99	21.69	50-481
		MATCHING FICA		99	3,666.79	50-481
					<u>\$17,464.76</u>	
REASKA, TRACY		HOME DEPOT FLOWERS		515	106.16	20-2543-410-2
					<u>\$106.16</u>	
RIVERSIDE MEDICAL CENTER		HOMEBOUND PROF SERV		515	552.00	10-1204-318-1
					<u>\$552.00</u>	
ROBBINS SCHWARTZ		LEGAL FEES		515	5,158.81	80-2369-318-1
					<u>\$5,158.81</u>	
S&S		HENN ELEM-SUPPLIES		515	272.61	10-1110-410-4
					<u>\$272.61</u>	
SCHLATWEILER, ASHLIE		JR HI-TRAVEL		515	77.52	10-1112-332-3
					<u>\$77.52</u>	
SEIBERT, JAMIE		SANITATION CLASS/BOOK		515	181.06	10-2560-640-1
		HENN CAFE-TRAVEL		515	23.94	10-2560-332-4
					<u>\$205.00</u>	
SHERWIN-WILLIAMS CO		HIGH SCHOOL-BLDG SUPPLIE		515	22.44	20-2542-410-2
					<u>\$22.44</u>	
SHEVOKAS, DEB		F/C SCIENCE SUPPLY		515	52.11	10-1113-412-2
		F/C SCIENCE SUPPLY		515	72.98	10-1113-412-2
					<u>\$125.09</u>	
SIEG TIRE AND TUBE REPAIR		MOWER TIRE		515	45.00	20-2542-410-5
					<u>\$45.00</u>	
SIENZA, KRIS		JR HI-TRAVEL		515	38.19	10-1112-332-3
					<u>\$38.19</u>	
SOCIAL STUDIES SCHOOL SERVICE		HS-SUPPLIES		515	57.49	10-1113-410-2
		Void HS-SUPPLIES		9,129	(69.40)	10-1113-410-2
					<u>(\$11.91)</u>	

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SPECIALIZED EDUCATION OF ILLINI						
		SP ED TUITION PUBLIC		515	368.02	10-4220-600-1
					<u>\$368.02</u>	
STAPLES CREDIT PLAN						
		BASEBALL		515	44.97	10-1501-410-2
		SHREDDER		515	199.99	10-2310-412-6
					<u>\$244.96</u>	
STATE DISBURSEMENT UNIT						
		CHILD SUPPORT		982	451.83	10-481
		CHILD SUPPORT		982	451.83	10-481
					<u>\$903.66</u>	
SUMMIT FINANCIAL RESOURCES						
		HENN-CAFE FOOD		515	62.21	10-2560-410-4
		JR HI-CAFE FOOD		515	62.21	10-2560-410-3
		HIGH SCHOOL- FOOD		515	92.16	10-2560-410-2
					<u>\$216.58</u>	
SUN LIFE FINANCIAL EMPLOYEE BE						
		DENT NC SINGLE		98	28.40	20-481
		DENT NC BP SIN		98	52.90	20-481
		DENT NC SINGLE		98	73.84	10-481
		DENT NC BP SIN		98	137.54	10-481
		DENTAL CERT S		98	153.30	10-481
		DENTAL BP CRT S		98	285.55	10-481
		DENTAL CERT S+		98	131.28	10-481
		DENT BP CRT S+		98	243.84	10-481
		DENTAL CRT F		98	336.95	10-481
		DENTAL BP CRT F		98	625.87	10-481
		DENT NC S+ 1		98	10.94	20-481
		DENT BP NC S+ 1		98	20.32	20-481
		DENT ADM BP F		98	160.56	10-481
		DENT ADM BP S		98	16.26	10-481
		DENTAL CRT F		98	0.19	80-481
		DENTAL BP CRT F		98	0.35	80-481
		DENT NC FAMILY		98	80.40	10-481
		DENT NC BP FAM		98	80.16	10-481
		DENTAL CERT S		98	0.06	80-481
		DENTAL BP CRT S		98	0.11	80-481
		DENT NC S+ 1		98	20.68	10-481
		DENT BP NC S+ 1		98	10.58	10-481
		DENT ADMIN E+S		98	31.26	10-481
		DENTAL CRT F		98	336.86	10-481
		DENTAL BP CRT F		98	625.72	10-481
		DENT NC S+ 1		98	10.94	20-481
		DENT BP NC S+ 1		98	20.32	20-481
		DENT ADM BP F		98	159.97	10-481
		DENT ADM BP S		98	16.26	10-481
		DENTAL CERT S+		98	0.17	40-481
		DENT BP CRT S+		98	0.31	40-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		DENTAL CRT F		98	0.22	80-481
		DENT NC SINGLE		98	28.40	20-481
		DENT NC BP SIN		98	52.90	20-481
		DENT NC SINGLE		98	73.84	10-481
		DENTAL BP CRT S		98	284.50	10-481
		DENTAL BP CRT S		98	1.05	40-481
		DENTAL CERT S+		98	131.11	10-481
		DENT BP CRT S+		98	243.53	10-481
		DENTAL BP CRT F		98	0.40	80-481
		DENT NC FAMILY		98	80.40	10-481
		DENT NC BP FAM		98	80.16	10-481
		DENT ADM BP F		98	0.59	40-481
		DENTAL CRT F		98	0.06	40-481
		DENT BP NC S+ 1		98	10.58	10-481
		DENT ADMIN E+S		98	31.26	10-481
		DENT NC BP SIN		98	137.54	10-481
		DENTAL CERT S		98	152.73	10-481
		DENTAL CERT S		98	0.57	40-481
		DENTAL BP CRT F		98	0.10	40-481
		DENTAL CERT S		98	0.06	80-481
		DENTAL BP CRT S		98	0.11	80-481
		DENT NC S+ 1		98	20.68	10-481
					<u>\$5,002.68</u>	
SUN LIFE FINANCIAL EMPLOYEE BE						
		LIFE NC		98	4.20	20-481
		LIFE NC BP		98	7.80	20-481
		LIFE CERT		98	76.53	10-481
		LIFE CERT BP		98	142.11	10-481
		LIFE NC		98	19.66	10-481
		LIFE NC BP		98	36.51	10-481
		LIFE ADM BP		98	21.00	10-481
		LIFE CERT		98	0.02	80-481
		LIFE CERT BP		98	0.06	80-481
		LIFE NC		98	0.28	80-481
		LIFE NC BP		98	0.52	80-481
		LIFE NC		98	0.22	40-481
		LIFE NC BP		98	0.41	40-481
		LIFE CERT		98	0.03	80-481
		LIFE NC		98	4.20	20-481
		LIFE NC BP		98	7.80	20-481
		LIFE CERT		98	76.35	10-481
		LIFE CERT		98	0.17	40-481
		LIFE CERT BP		98	141.79	10-481
		LIFE CERT BP		98	0.32	40-481
		LIFE NC		98	22.24	10-481
		LIFE NC BP		98	41.30	10-481
		LIFE ADM BP		98	20.95	10-481
		LIFE CERT BP		98	0.06	80-481

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		LIFE NC		98	0.28	80-481
		LIFE NC BP		98	0.52	80-481
		LIFE ADM BP		98	0.05	40-481
					\$625.38	
SUN LIFE FINANCIAL EMPLOYEE BE						
		VISION EMP		98	164.88	10-481
		VISION E+S		98	95.48	10-481
		VISION FAMILY		98	152.79	10-481
		VISION E+C		98	9.55	20-481
		VISION E+C		98	28.55	10-481
		VISION EMP		98	13.02	20-481
		VISION E+C		98	0.10	80-481
		VISION EMP		98	0.04	80-481
		VISION FAMILY		98	152.60	10-481
		VISION E+S		98	95.48	10-481
		VISION E+C		98	9.55	20-481
		VISION E+C		98	28.54	10-481
		VISION EMP		98	13.02	20-481
		VISION E+C		98	0.11	80-481
		VISION EMP		98	164.45	10-481
		VISION FAMILY		98	0.19	40-481
		VISION EMP		98	0.43	40-481
		VISION EMP		98	0.04	80-481
					\$928.82	
SUN LIFE FINANCIAL EMPLOYEE BE						
		LIFE VOL		26	81.38	10-481
		LIFE VOL		11	145.86	10-481
					\$227.24	
SUPPLYWORKS						
		HIGH SCHOOL-BLDG SUPPLIE		515	249.08	20-2542-410-2
		JR HI-BUILDING SUPPLIES		515	249.08	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		515	249.07	20-2542-410-4
		PRIMARY BLDG SUPPLY		515	249.07	20-2542-410-5
		TAPE FOR PAINTING - SUMMER		515	10.98	20-2542-410-3
		TAPE FOR PAINTING - SUMMER		515	10.98	20-2542-410-4
		WAX SUPPLIES FOR SUMMER		515	640.42	20-2542-410-3
		WAX SUPPLIES FOR SUMMER		515	640.41	20-2542-410-4
		WAX SUPPLIES FOR SUMMER		515	640.41	20-2542-410-5
		TAPE FOR PAINTING SUMMER		515	10.97	20-2542-410-2
		TAPE FOR PAINTING - SUMMER		515	10.97	20-2542-410-5
		WAX SUPPLIES FOR SUMMER		515	640.42	20-2542-410-2
					\$3,601.86	
TEACHER DIRECT						
		HENN OFFICE - SUPPLIES		515	82.32	10-2410-410-4
					\$82.32	
TEACHERS DISCOVERY						
		HS-SUPPLIES		8,129	69.40	10-1113-410-2

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$69.40</u>	
TEST						
		VOC FOR IDPH/SOC FOR IDPH		515	1,280.00	80-2540-319-7
		LEAD TESTING		515	132.00	80-2540-319-7
		LEAD TESTING		515	176.00	80-2540-319-7
		ARSENIC TESTING		515	11.00	80-2540-319-7
					<u>\$1,599.00</u>	
THEISINGER, CLAYTON						
		PRINC OFFICE-TRAVEL		515	31.00	10-2410-332-1
					<u>\$31.00</u>	
TOEDTER OIL COMPANY						
		DRIVERS ED SUPPLIES GAS		515	157.96	10-1700-410-2
		TRUCK REPAIR/MAINT GAS		515	50.55	20-2542-320-3
		TRANSP - YB SUPPLY		515	375.93	40-2550-411-1
		EX CURR VAN - GAS		515	205.32	40-2550-324-1
		DRIVERS ED SUPPLIES GAS		515	92.60	10-1700-410-2
		TRUCK REPAIR/MAINT GAS		515	29.64	20-2542-320-3
		TRANSP - YB SUPPLY GAS		515	220.39	40-2550-411-1
		EX CURRICULAR VAN GAS		515	120.36	40-2550-324-1
		PRIMARY BLDG SUPPLY GAS		515	150.45	20-2542-410-5
		ELEMENTARY-GROUNDS SUPPLY		515	150.45	20-2543-410-4
		JR HI-GROUNDS SUPPLIES		515	150.45	20-2543-410-3
		H S-GROUNDS SUPPLIES		515	150.45	20-2543-410-2
					<u>\$1,854.55</u>	
TROVERO, JENNIFER						
		AMAZING GRACE SUPPLIES PCEF GRANT		515	49.31	10-2310-411-6
					<u>\$49.31</u>	
VALLEY APPLIANCE SALES						
		HIGH SCHOOL-BLDG SUPPLIE		515	30.11	20-2542-410-2
		JR HI-BUILDING SUPPLIES		515	30.11	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		515	30.10	20-2542-410-4
		PRIMARY BLDG SUPPLY		515	30.11	20-2542-410-5
					<u>\$120.43</u>	
VICTORY SEED COMPANY						
		CANNED VICTORY GARDEN		515	212.50	10-1113-410-2
					<u>\$212.50</u>	
VILLAGE OF GRANVILLE						
		HS- WATER		515	1,097.25	20-2542-322-2
		PRIMARY- WATER		515	353.25	20-2542-322-5
					<u>\$1,450.50</u>	
WASHINGTON NATIONAL INS CO						
		WASHINGTON NTNL INS.		98	537.00	10-481
		WASHINGTON NTNL INS.		98	0.31	80-481
		WASHINGTON NTNL INS.		98	72.75	20-481
		WASHINGTON NTNL INS.		98	572.73	10-481
		WASHINGTON NTNL INS.		98	10.02	40-481
		WASHINGTON NTNL INS.		98	0.36	80-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		WASHINGTON NTNL INS.		98	72.75	20-481
					<u>\$1,265.92</u>	
WASTE MANAGEMENT						
		ALL SCHOOL SERVICES		515	319.95	20-2542-321-1
		ALL SCHOOL SERVICES		515	165.29	20-2542-321-1
		ALL SCHOOL SERVICES		515	498.69	20-2542-321-1
		ALL SCHOOL SERVICES		515	163.57	20-2542-321-1
					<u>\$1,147.50</u>	
				Report Total	<u><u>\$484,653.26</u></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	3,197,884.08	3,214,158.00	16,273.92	99.49	10-1112
1112	Bond and Interest Purposes Levy	0.00	3,197,884.08	3,214,158.00	16,273.92	99.49	* 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	59,084.13	59,084.00	(0.13)	100.00	10-1130
1130	Leasing Purposes Levy	0.00	59,084.13	59,084.00	(0.13)	100.00	* Source of Revenue
Curr Yr Levy-Special Ed							
10-114100-1	SP ED PRIOR YEAR LEVY	0.00	47,267.10	47,267.00	(0.10)	100.00	10-1141
1141	Curr Yr Levy-Special Ed	0.00	47,267.10	47,267.00	(0.10)	100.00	* 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	696,118.42	2,392,550.06	2,171,354.00	(221,196.06)	110.19	10-1230
1230	Corp Pers Prop Repl Tax	696,118.42	2,392,550.06	2,171,354.00	(221,196.06)	110.19	* 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	127,719.00	287,000.00	159,281.00	44.50	10-1312
1312	Reg Tuition from Other Districts (In-State)	0.00	127,719.00	287,000.00	159,281.00	44.50	* 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	0.00	8,000.00	8,000.00	0.00	10-1342
1342	Sp Ed Tuition-from Other Districts (In-State)	0.00	0.00	8,000.00	8,000.00	0.00	* 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		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	950.52	13,194.50	17,500.00	4,305.50	75.40	10-1511
1511	Interest On Investments	950.52	13,194.50	17,500.00	4,305.50	75.40	* 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	0.00	0.00	100.00	100.00	0.00	10-1513
1513	Interest-Farnsworth	0.00	0.00	100.00	100.00	0.00	* Source of Revenue
Sales To Pupils-Lunch							
10-161100-1	STUDENT LUNCH	4,833.73	89,625.82	115,000.00	25,374.18	77.94	10-1611
1611	Sales To Pupils-Lunch	4,833.73	89,625.82	115,000.00	25,374.18	77.94	* Source of Revenue
Sales To Pupils-BFast							
10-161200-1	STUDENT BREAKFAST	982.10	13,981.00	16,000.00	2,019.00	87.38	10-1612
1612	Sales To Pupils-BFast	982.10	13,981.00	16,000.00	2,019.00	87.38	* Source of Revenue
Sales To Pupils-Other							
10-161400-1	MILK SALES (OTHER)	328.10	2,839.50	9,500.00	6,660.50	29.89	10-1614
1614	Sales To Pupils-Other	328.10	2,839.50	9,500.00	6,660.50	29.89	* Source of Revenue
Sales To Adults							
10-162000-1	ADULT LUNCHES/BREAKFAST	261.95	3,808.30	5,000.00	1,191.70	76.17	10-1620
1620	Sales To Adults	261.95	3,808.30	5,000.00	1,191.70	76.17	* Source of Revenue
Other Food Service							
10-169000-1	HEAD START LUNCHES	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	300.00	18,028.00	12,000.00	(6,028.00)	150.23	10-1711-2
10-171104-3	JR HI-ATHLETIC ADMISSION	0.00	5,783.00	5,000.00	(783.00)	115.66	10-1711-4
1711	Admissions-Athletic	300.00	23,811.00	17,000.00	(6,811.00)	140.06	* Source of Revenue
HS/JR Tourney							
10-171400-1	H S / JR HI TOURNEY REV	0.00	2,809.68	3,000.00	190.32	93.66	10-1714
1714	HS/JR Tourney	0.00	2,809.68	3,000.00	190.32	93.66	* Source of Revenue
Admissions-Other							
10-171900-1	ADMISSION - OTHERS	0.00	6,333.00	11,000.00	4,667.00	57.57	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	6,333.00	11,000.00	4,667.00	57.57	* Source of Revenue
Fees							
10-172000-1	VOCATIONAL FEE HS	0.00	2,260.00	3,700.00	1,440.00	61.08	10-1720
10-172000-2	ACTIVITY FEES HS	0.00	6,590.00	13,500.00	6,910.00	48.81	10-1720
10-172000-3	ACTIVITY FEES JR H	0.00	2,375.00	3,500.00	1,125.00	67.86	10-1720
1720	Fees	0.00	11,225.00	20,700.00	9,475.00	54.23	* Source of Revenue
Other Pupil Activity Rev							
10-179000-1	OTHER DISTRICT REVENUE	50.00	1,890.00	1,000.00	(890.00)	189.00	10-1790
10-179000-8	H S PE RESALE	64.05	3,091.05	4,000.00	908.95	77.28	10-1790
10-179001-8	JH PE RESALE	0.00	1,268.00	3,000.00	1,732.00	42.27	10-1790-1
1790	Other Pupil Activity Rev	114.05	6,249.05	8,000.00	1,750.95	78.11	* 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	27.00	200.00	173.00	13.50	10-1792
1792	Music Resale	0.00	27.00	200.00	173.00	13.50	* Source of Revenue
Rentals-Regular Textbook							
10-181100-1	ELEM-TEXTBOOK RENTAL	29.00	10,919.00	12,500.00	1,581.00	87.35	10-1811
10-181100-2	H S- TEXTBOOK RENTAL	0.00	19,727.00	22,500.00	2,773.00	87.68	10-1811
10-181100-3	JR HI-TEXTBOOK RENTAL	0.00	7,275.00	8,500.00	1,225.00	85.59	10-1811
1811	Rentals-Regular Textbook	29.00	37,921.00	43,500.00	5,579.00	87.17	* 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	12,507.81	20,000.00	7,492.19	62.54	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	12,507.81	20,000.00	7,492.19	62.54	* 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	0.00	13,500.00	13,500.00	0.00	10-1950
1950	Refund-Prior Yr Expenditu	0.00	0.00	13,500.00	13,500.00	0.00	* Source of Revenue
Drivers Education Fees							
10-197000-1	DRIVERS ED FEE	0.00	0.00	3,000.00	3,000.00	0.00	10-1970
1970	Drivers Education Fees	0.00	0.00	3,000.00	3,000.00	0.00	* Source of Revenue
Other Local Revenues							
10-199900-1	OTHER LOCAL REVENUE	7,614.83	98,300.79	90,000.00	(8,300.79)	109.22	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	7,614.83	98,300.79	90,000.00	(8,300.79)	109.22	* 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	47,045.60	421,350.75	560,500.00	139,149.25	75.17	10-3001
3001	General State Aid	47,045.60	421,350.75	560,500.00	139,149.25	75.17	* 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	23,813.49	40,619.14	70,000.00	29,380.86	58.03	10-3100
3100	Spec Ed-Priv Facility Tui	23,813.49	40,619.14	70,000.00	29,380.86	58.03	* Source of Revenue
Spec Ed -Extraordinary							
10-310500-1	SP ED EXTRA ORDINARY	26,721.38	53,305.38	130,000.00	76,694.62	41.00	10-3105
3105	Spec Ed -Extraordinary	26,721.38	53,305.38	130,000.00	76,694.62	41.00	* 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	55,006.37	111,069.12	240,000.00	128,930.88	46.28	10-3110
3110	Spec Ed -Personnel	55,006.37	111,069.12	240,000.00	128,930.88	46.28	* 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	0.00	500.00	500.00	0.00	10-3145
3145	Spec Ed -Summer School	0.00	0.00	500.00	500.00	0.00	* Source of Revenue
Career and Technical Education CTE Tech Prep							
10-322000-40	CTEI GRANT-SRAVTE	18,693.00	20,876.44	18,693.00	(2,183.44)	111.68	10-3200
3200	Career and Technical Education CTE Tech Prep	18,693.00	20,876.44	18,693.00	(2,183.44)	111.68	* 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	0.00	2,489.00	2,489.00	0.00	10-3235
3235	CTE - Agriculture Education	0.00	0.00	2,489.00	2,489.00	0.00	* 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	0.00	0.00	0.00	0.00	0.00	10-3305
3305	Bilingual Ed-Downstate- TPI and TBE	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
State Free Lunch/BFfast							
10-336000-1	IL FREE LUNCH/BRKFST AIDE	0.00	743.96	3,500.00	2,756.04	21.26	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	0.00	743.96	3,500.00	2,756.04	21.26	* Source of Revenue
Driver Education							
10-337000-1	DRIVERS ED REIMBURSEMENT	3,509.30	10,527.90	15,000.00	4,472.10	70.19	10-3370-1
3370	Driver Education	3,509.30	10,527.90	15,000.00	4,472.10	70.19	* 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	20,600.00	162,400.00	137,800.00	(24,600.00)	117.85	10-3705
3705	Early Childhood - Block Grant	20,600.00	162,400.00	137,800.00	(24,600.00)	117.85	* 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	0.00	0.00	0.00	10-3775
3775	School Safety & Educational Improv Block Grant	0.00	0.00	0.00	0.00	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		0.00	0.00	0.00	0.00	0.00	10-3800
3800	State Library Grant	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Emer Fin Assist/Temp Reloc Grant/Other Restr Rev							
10-399900-1	LIBRARY GRNT/OTHER STATE REV	0.00	0.00	5,000.00	5,000.00	0.00	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	0.00	5,000.00	5,000.00	0.00	* 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	16,094.70	109,406.72	175,000.00	65,593.28	62.52	10-4210
4210	NatL School Lunch Progr	16,094.70	109,406.72	175,000.00	65,593.28	62.52	* Source of Revenue
School Breakfast Program							
10-422000-1	FED BREAKFAST AID	4,641.69	30,570.68	36,000.00	5,429.32	84.92	10-4220
4220	School Breakfast Program	4,641.69	30,570.68	36,000.00	5,429.32	84.92	* Source of Revenue
Title I - Low Income							
10-430000-36	TITLE I GRANT	0.00	73,325.00	96,550.00	23,225.00	75.95	10-4300
4300	Title I - Low Income	0.00	73,325.00	96,550.00	23,225.00	75.95	* 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	0.00	0.00	0.00	10-4620
10-462002-38	SP ED BLOCK GRT	0.00	27,706.46	93,735.00	66,028.54	29.56	10-4620
10-462003-38	DEMONSTR PROJ/LEASE	0.00	0.00	0.00	0.00	0.00	10-4620-1
4620	Fed-Sp Ed-Idea Flow-Thru	0.00	27,706.46	93,735.00	66,028.54	29.56	* Source of Revenue
Fed-Sp Ed-Idea Room&Board							
10-462500-1	EXCESS (ROOM/BOARD)	0.00	43,277.34	18,652.00	(24,625.34)	232.03	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	43,277.34	18,652.00	(24,625.34)	232.03	* Source of Revenue
Source of Revenue 4770							
10-477000-1	STEP PROGRAM	0.00	2,318.00	12,505.00	10,187.00	18.54	10-4770-1
10-477000-40	CARL PERKINS	0.00	4,315.84	8,584.00	4,268.16	50.28	10-4770-1-40
4770	Source of Revenue 4770	0.00	6,633.84	21,089.00	14,455.16	31.46	* 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
Title II - Teacher Quality							
10-493200-42	TITLE II TEACHER QUALITY	0.00	14,160.00	16,770.00	2,610.00	84.44	10-4935
4935	Title II - Teacher Quality	0.00	14,160.00	16,770.00	2,610.00	84.44	* 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							

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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
10-499100-11		0.00	16,586.25	20,000.00	3,413.75	82.93	10-4991-1
4991	Medicaid Admin	0.00	16,586.25	20,000.00	3,413.75	82.93	* Source of Revenue
Medicaid FFS							
10-499200-11		0.00	0.00	35,000.00	35,000.00	0.00	10-4992-1-11
4992	Medicaid FFS	0.00	0.00	35,000.00	35,000.00	0.00	* Source of Revenue
Other Restricted Grants Recd Fed Gov thru State							
10-499800-1		0.00	0.00	0.00	0.00	0.00	10-4998-1
4998	Other Restricted Grants Recd Fed Gov thru State	0.00	0.00	0.00	0.00	0.00	* 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	927,658.23	7,289,696.80	7,876,541.00	586,844.20	92.55	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	590,839.27	590,838.00	(1.27)	100.00	20-1112
1112	Bond and Interest Purposes Levy	0.00	590,839.27	590,838.00	(1.27)	100.00	* 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	99.72	1,451.18	5,000.00	3,548.82	29.02	20-1511
1511	Interest On Investments	99.72	1,451.18	5,000.00	3,548.82	29.02	* 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	1,000.00	1,000.00	0.00	20-1911
1911	Facility/Grounds Rent	0.00	0.00	1,000.00	1,000.00	0.00	* Source of Revenue
Donations-Private Sources							
20-192000-1	DONATIONS	0.00	0.00	500.00	500.00	0.00	20-1920
1920	Donations-Private Sources	0.00	0.00	500.00	500.00	0.00	* 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	4,015.21	18,000.00	13,984.79	22.31	20-1999
1999	Other Local Revenues	0.00	4,015.21	18,000.00	13,984.79	22.31	* 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	0.00	0.00	0.00	0.00	20-3925-1-1
3925	SCHL INFRASTRUCT/MAINT PROJ	0.00	0.00	0.00	0.00	0.00	* 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	200,000.00	200,000.00	0.00	100.00	20-7110
7110	Abolishment or Abatement of Working Cash Fund	0.00	200,000.00	200,000.00	0.00	100.00	* Source of Revenue
Permanent Transfer							
20-713000-1	PERM TRANSFER FROM W/C	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'l 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'l Cap Leases	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
20	Oper, Build, & Maint Fund	99.72	796,305.66	816,388.00	20,082.34	97.54	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	450,006.24	450,006.00	(0.24)	100.00	30-1112
1112	Bond and Interest Purposes Levy	0.00	450,006.24	450,006.00	(0.24)	100.00	* Source of Revenue
Interest On Investments							
30-151100-1	B/I-INT INVESTMENTS	95.05	658.58	500.00	(158.58)	131.72	30-1511
1511	Interest On Investments	95.05	658.58	500.00	(158.58)	131.72	* Source of Revenue
Abolishment or Abatement of Working Cash Fund							
30-711000-1	PERM TRANSFER FROM W/C	0.00	0.00	49,994.00	49,994.00	0.00	30-7110-1
7110	Abolishment or Abatement of Working Cash Fund	0.00	0.00	49,994.00	49,994.00	0.00	* Source of Revenue
Accured Int on Bonds							
30-723000-1	ACCRUED INT ON BONDS SOL	0.00	0.00	0.00	0.00	0.00	30-7230
7230	Accured Int on Bonds	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
30	Debt Service Fund or Fund Group	95.05	450,664.82	500,500.00	49,835.18	90.04	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	236,335.51	236,335.00	(0.51)	100.00	40-1112
1112	Bond and Interest Purposes Levy	0.00	236,335.51	236,335.00	(0.51)	100.00	* 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	274,466.58	50,000.00	(224,466.58)	548.93	40-1230
1230	Corp Pers Prop Repl Tax	0.00	274,466.58	50,000.00	(224,466.58)	548.93	* 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	0.00	430.91	1,000.00	569.09	43.09	40-1511
1511	Interest On Investments	0.00	430.91	1,000.00	569.09	43.09	* 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	296.34	3,342.71	11,000.00	7,657.29	30.39	40-1999
1999	Other Local Revenues	296.34	3,342.71	11,000.00	7,657.29	30.39	* Source of Revenue
Transportation Regular/Vocational							
40-350000-1	REG TRANSPORTATION AID	61,077.89	121,753.02	365,500.00	243,746.98	33.31	40-3500
3500	Transportation Regular/Vocational	61,077.89	121,753.02	365,500.00	243,746.98	33.31	* Source of Revenue
Transportation-Vocational							
40-350500-1	VOC TRANSPORTATION AID	0.00	0.00	13,170.00	13,170.00	0.00	40-3505
3505	Transportation-Vocational	0.00	0.00	13,170.00	13,170.00	0.00	* Source of Revenue
Transportation-Spec Ed							
40-351000-1	SP ED TRANSPORTATION AID	47,319.19	97,166.65	205,251.00	108,084.35	47.34	40-3510
3510	Transportation-Spec Ed	47,319.19	97,166.65	205,251.00	108,084.35	47.34	* 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	0.00	95,000.00	95,000.00	0.00	40-3705
3705	Early Childhood - Block Grant	0.00	0.00	95,000.00	95,000.00	0.00	* Source of Revenue
ARRA IDEA PART B							
40-485700-44	IDEAARRA	0.00	0.00	0.00	0.00	0.00	40-4857
4857	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Abolishment or Abatement of Working Cash Fund							
40-711000-1	PERM TRANSFER W/C	0.00	170,000.00	0.00	(170,000.00)	0.00	40-7110-1
7110	Abolishment or Abatement of Working Cash Fund	0.00	170,000.00	0.00	(170,000.00)	0.00	* 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	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
40	Transportation Fund	108,693.42	903,495.38	977,256.00	73,760.62	92.45	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	125,801.27	125,801.00	(0.27)	100.00	50-1112
50-111201-1	FIRST PRIOR YR-SS	0.00	75,805.16	75,805.00	(0.16)	100.00	50-1112
1112 Bond and Interest Purposes Levy		0.00	201,606.43	201,606.00	(0.43)	100.00	* 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		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Soc.Sec./Med Only Levy							
50-115000-1	FIRST PRIOR YR-S S	0.00	0.00	0.00	0.00	0.00	50-1150
1150 Soc.Sec./Med Only Levy		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Corp Pers Prop Repl Tax							
50-123000-1	CORP PERS PROP REPL TAX	0.00	0.00	174,252.00	174,252.00	0.00	50-1230
1230 Corp Pers Prop Repl Tax		0.00	0.00	174,252.00	174,252.00	0.00	* Source of Revenue
Interest On Investments							
50-151100-1	IMRF-INT	81.87	795.29	1,000.00	204.71	79.53	50-1511
1511 Interest On Investments		81.87	795.29	1,000.00	204.71	79.53	* 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		0.00	0.00	0.00	0.00	0.00	* Source of Revenue
50 I.M.R.F./Soc. Sec. Fund		81.87	202,401.72	376,858.00	174,456.28	53.71	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	59,084.13	59,084.00	(0.13)	100.00	70-1112
	1112 Bond and Interest Purposes Levy	<u>0.00</u>	<u>59,084.13</u>	<u>59,084.00</u>	<u>(0.13)</u>	<u>100.00</u>	* Source of Revenue
Interest On Investments							
70-151100-1	WC-INT	577.02	7,001.21	9,200.00	2,198.79	76.10	70-1511
	1511 Interest On Investments	<u>577.02</u>	<u>7,001.21</u>	<u>9,200.00</u>	<u>2,198.79</u>	<u>76.10</u>	* 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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Source of Revenue
	70 Working Cash Fund	<u><u>577.02</u></u>	<u><u>66,085.34</u></u>	<u><u>68,284.00</u></u>	<u><u>2,198.66</u></u>	<u><u>96.78</u></u>	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	374,355.80	374,355.00	(0.80)	100.00	80-1112
1112	Bond and Interest Purposes Levy	0.00	374,355.80	374,355.00	(0.80)	100.00	* Source of Revenue
Corp Pers Prop Repl Tax							
80-123000-1	CORP PERS PROP REPLCMNT TAX	0.00	0.00	0.00	0.00	0.00	80-1230-1
1230	Corp Pers Prop Repl Tax	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
Interest On Investments							
80-151100-1	TORT-INTEREST	63.75	585.60	800.00	214.40	73.20	80-1511
1511	Interest On Investments	63.75	585.60	800.00	214.40	73.20	* 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	0.00	0.00	0.00	0.00	80-1999
1999	Other Local Revenues	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
80	Tort Immunity and Judgment Fund	63.75	374,941.40	375,155.00	213.60	99.94	Fund

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Fire Prevention/Life Safety 90							
Source of Revenue		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	59,084.13	59,084.00	(0.13)	100.00	90-1112
1112	Bond and Interest Purposes Levy	0.00	59,084.13	59,084.00	(0.13)	100.00	* 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	59.37	487.05	2,000.00	1,512.95	24.35	90-1511
1511	Interest On Investments	59.37	487.05	2,000.00	1,512.95	24.35	* 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	59.37	59,571.18	61,084.00	1,512.82	97.52	Fund
Report Total:		<u>1,037,328.43</u>	<u>10,143,162.30</u>	<u>11,052,066.00</u>	<u>908,903.70</u>	<u>91.78</u>	

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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 Budget	State Account Number
100	Salaries	56,941.23	502,770.22	0.00	665,595.00	162,824.78	75.54	
200	Employee Benefits	12,455.47	109,359.97	0.00	131,000.00	21,640.03	83.48	
300	Purchased Services	9,496.08	27,873.39	0.00	29,760.00	1,886.61	93.66	
400	Supplies And Materials	0.00	9,915.39	0.00	9,500.00	(415.39)	104.37	
500	Capital Outlay	0.00	18,180.30	0.00	49,500.00	31,319.70	36.73	
1110	Elementary	78,892.78	668,099.27	0.00	885,355.00	217,255.73	75.46	** Function
100	Salaries	32,383.63	325,742.09	0.00	455,000.00	129,257.91	71.59	
200	Employee Benefits	9,143.47	87,610.97	0.00	121,000.00	33,389.03	72.41	
300	Purchased Services	968.46	10,998.13	0.00	11,000.00	1.87	99.98	
400	Supplies And Materials	288.12	8,146.97	0.00	15,800.00	7,653.03	51.56	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1111	Primary	42,783.68	432,498.16	0.00	604,300.00	171,801.84	71.57	** Function
100	Salaries	43,699.92	424,404.31	0.00	576,000.00	151,595.69	73.68	
200	Employee Benefits	11,588.35	114,931.71	0.00	141,000.00	26,068.29	81.51	
300	Purchased Services	1,426.01	14,332.04	0.00	12,000.00	(2,332.04)	119.43	
400	Supplies And Materials	982.64	79,855.47	0.00	202,600.00	122,744.53	39.42	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	30.00	434.95	0.00	1,000.00	565.05	43.50	
1112	Junior High	57,726.92	633,958.48	0.00	934,100.00	300,141.52	67.87	** Function
100	Salaries	63,540.44	642,273.78	0.00	805,988.00	163,714.22	79.69	
200	Employee Benefits	20,012.91	193,897.02	0.00	225,000.00	31,102.98	86.18	
300	Purchased Services	1,179.36	14,460.45	0.00	13,000.00	(1,460.45)	111.23	
400	Supplies And Materials	20,565.09	57,934.28	0.00	98,350.00	40,415.72	58.91	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	159.00	0.00	1,000.00	841.00	15.90	
1113	High School	105,297.80	908,724.53	0.00	1,144,838.00	236,113.47	79.38	** 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	7,045.05	67,700.00	0.00	83,000.00	15,300.00	81.57	
200	Employee Benefits	2,225.84	20,343.20	0.00	25,600.00	5,256.80	79.47	
300	Purchased Services	0.00	783.17	0.00	3,750.00	2,966.83	20.88	
400	Supplies And Materials	674.85	2,843.61	0.00	5,620.00	2,776.39	50.60	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	75.00	331.00	0.00	800.00	469.00	41.38	

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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	10,020.74	92,000.98	0.00	118,770.00	26,769.02	77.46	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	503.70	0.00	6,000.00	5,496.30	8.40	
1116	Accel Reader	0.00	503.70	0.00	6,000.00	5,496.30	8.40	** Function
100	Salaries	10,682.02	110,951.92	0.00	129,288.00	18,336.08	85.82	
200	Employee Benefits	2,215.32	20,508.99	0.00	26,800.00	6,291.01	76.53	
300	Purchased Services	37.05	399.00	0.00	1,200.00	801.00	33.25	
400	Supplies And Materials	496.40	5,079.98	0.00	9,050.00	3,970.02	56.13	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	13,430.79	136,939.89	0.00	166,338.00	29,398.11	82.33	** 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	140.00	265.00	0.00	2,500.00	2,235.00	10.60	
200	Employee Benefits	21.65	40.96	0.00	500.00	459.04	8.19	
300	Purchased Services	7,693.70	52,702.77	0.00	73,000.00	20,297.23	72.20	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	7,855.35	53,008.73	0.00	76,000.00	22,991.27	69.75	** 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	63.50	8,999.50	0.00	13,300.00	4,300.50	67.67	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	63.50	8,999.50	0.00	13,300.00	4,300.50	67.67	** Function
100	Salaries	5,076.29	42,959.35	0.00	53,000.00	10,040.65	81.06	
200	Employee Benefits	1,335.97	11,217.89	0.00	14,000.00	2,782.11	80.13	
300	Purchased Services	0.00	49,728.19	0.00	49,500.00	(228.19)	100.46	
400	Supplies And Materials	0.00	412.65	0.00	650.00	237.35	63.48	
1210	Speech & Lang.Impaired	6,412.26	104,318.08	0.00	117,150.00	12,831.92	89.05	** 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	
200	Employee Benefits	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	300	Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
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	67,341.53	723,008.17	0.00	1,003,500.00	280,491.83	72.05	
200	Employee Benefits	17,808.88	178,697.31	0.00	200,000.00	21,302.69	89.35	
300	Purchased Services	(3,083.07)	563.60	0.00	6,800.00	6,236.40	8.29	
400	Supplies And Materials	(597.18)	8,499.14	0.00	46,900.00	38,400.86	18.12	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	81,470.16	910,768.22	0.00	1,257,200.00	346,431.78	72.44	** 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	5,730.04	53,036.04	0.00	66,500.00	13,463.96	79.75	
200	Employee Benefits	1,671.20	15,553.13	0.00	18,830.00	3,276.87	82.60	
300	Purchased Services	0.00	42.75	0.00	500.00	457.25	8.55	
400	Supplies And Materials	446.44	446.44	0.00	1,700.00	1,253.56	26.26	
1225	Special Education Programs Pre-K	7,847.68	69,078.36	0.00	87,530.00	18,451.64	78.92	** Function
100	Salaries	4,772.11	43,847.08	0.00	51,900.00	8,052.92	84.48	
200	Employee Benefits	3,090.12	24,929.99	0.00	32,600.00	7,670.01	76.47	
300	Purchased Services	6,079.48	12,020.67	0.00	6,100.00	(5,920.67)	197.06	
400	Supplies And Materials	16,362.61	19,446.07	0.00	13,213.00	(6,233.07)	147.17	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1250	Remedial and Supplemental Programs K-12	30,304.32	100,243.81	0.00	103,813.00	3,569.19	96.56	** Function
100	Salaries	6,949.52	59,179.96	0.00	78,500.00	19,320.04	75.39	
200	Employee Benefits	1,592.50	14,172.90	0.00	16,800.00	2,627.10	84.36	
300	Purchased Services	0.00	919.92	0.00	3,500.00	2,580.08	26.28	
400	Supplies And Materials	237.18	8,779.62	0.00	8,889.00	109.38	98.77	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	163.00	0.00	500.00	337.00	32.60	
1401	VOCATIONAL AG	8,779.20	83,215.40	0.00	108,189.00	24,973.60	76.92	** Function
100	Salaries	0.00	7,320.01	0.00	7,500.00	179.99	97.60	

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Education Fund 10

Function 1000 Instruction
Function 1402 INDUSTRIAL ARTS
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	(576.43)	0.00	0.00	576.43	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	53.45	2,008.88	0.00	0.00	(2,008.88)	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	53.45	8,752.46	0.00	7,500.00	(1,252.46)	116.70	** Function
100	Salaries	3,446.00	24,749.18	0.00	31,170.00	6,420.82	79.40	
200	Employee Benefits	1,486.26	11,895.77	0.00	14,500.00	2,604.23	82.04	
300	Purchased Services	0.00	0.00	0.00	600.00	600.00	0.00	
400	Supplies And Materials	0.00	5,407.00	0.00	5,400.00	(7.00)	100.13	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	4,932.26	42,051.95	0.00	51,670.00	9,618.05	81.39	** Function
100	Salaries	3,033.35	29,802.87	0.00	26,430.00	(3,372.87)	112.76	
200	Employee Benefits	0.00	278.48	0.00	6,500.00	6,221.52	4.28	
300	Purchased Services	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	300.00	300.00	0.00	
1459	CO-OP PROGRAM	3,033.35	30,081.35	0.00	34,230.00	4,148.65	87.88	** Function
100	Salaries	7,164.33	102,072.88	0.00	125,000.00	22,927.12	81.66	
200	Employee Benefits	224.53	3,607.63	0.00	5,450.00	1,842.37	66.20	
300	Purchased Services	1,200.00	19,620.18	0.00	31,500.00	11,879.82	62.29	
400	Supplies And Materials	1,211.28	12,664.81	0.00	17,700.00	5,035.19	71.55	
500	Capital Outlay	0.00	8,293.78	0.00	15,300.00	7,006.22	54.21	
600	Other Objects	850.00	10,620.35	0.00	11,500.00	879.65	92.35	
1501	ATHLETICS	10,650.14	156,879.63	0.00	206,450.00	49,570.37	75.99	** 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	1,970.64	20,417.38	0.00	25,000.00	4,582.62	81.67	
200	Employee Benefits	0.00	122.91	0.00	3,000.00	2,877.09	4.10	
300	Purchased Services	0.00	27.36	0.00	500.00	472.64	5.47	
400	Supplies And Materials	601.04	6,872.18	0.00	6,300.00	(572.18)	109.08	
600	Other Objects	0.00	238.00	0.00	200.00	(38.00)	119.00	

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Education Fund 10

Function 1000 Instruction
Function 1540 EXTRA CURRICULAR
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
1540	EXTRA CURRICULAR	2,571.68	27,677.83	0.00	35,000.00	7,322.17	79.08	** Function
100	Salaries	0.00	8,505.00	0.00	18,000.00	9,495.00	47.25	
200	Employee Benefits	0.00	1,929.92	0.00	3,200.00	1,270.08	60.31	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	213.02	0.00	250.00	36.98	85.21	
1600	Summer School	0.00	10,647.94	0.00	21,450.00	10,802.06	49.64	** 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	1,610.00	14,692.32	0.00	22,000.00	7,307.68	66.78	
200	Employee Benefits	0.00	331.42	0.00	2,500.00	2,168.58	13.26	
300	Purchased Services	32.00	3,914.41	0.00	8,300.00	4,385.59	47.16	
400	Supplies And Materials	703.06	2,080.18	0.00	2,000.00	(80.18)	104.01	
1700	Drivers Education Program	2,345.06	21,018.33	0.00	34,800.00	13,781.67	60.40	** Function
100	Salaries	125.00	1,000.00	0.00	1,500.00	500.00	66.67	
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	
1800	Bilingual Programs	125.00	1,000.00	0.00	1,500.00	500.00	66.67	** Function
600	Other Objects	32,386.17	275,795.38	0.00	365,000.00	89,204.62	75.56	
1912	Special Education Programs K-12 - Private Tuition	32,386.17	275,795.38	0.00	365,000.00	89,204.62	75.56	** Function
1000	Instruction	506,982.29	4,776,261.98	0.00	6,381,283.00	1,605,021.02	74.85	* Function
100	Salaries	11,497.81	113,985.88	0.00	139,500.00	25,514.12	81.71	
200	Employee Benefits	3,396.42	31,548.28	0.00	38,100.00	6,551.72	82.80	
300	Purchased Services	0.00	339.57	0.00	1,500.00	1,160.43	22.64	
400	Supplies And Materials	0.00	903.38	0.00	1,170.00	266.62	77.21	
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	14,894.23	146,777.11	0.00	180,470.00	33,692.89	81.33	** Function
100	Salaries	5,754.55	57,546.41	0.00	70,000.00	12,453.59	82.21	
200	Employee Benefits	1,431.59	13,342.69	0.00	16,000.00	2,657.31	83.39	
300	Purchased Services	0.00	233.70	0.00	1,650.00	1,416.30	14.16	
400	Supplies And Materials	0.00	0.00	0.00	450.00	450.00	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	100.00	100.00	0.00	

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Education Fund 10

Function 2000 Support Services
Function 2120 Guidance 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
2120	Guidance Services	7,186.14	71,122.80	0.00	88,200.00	17,077.20	80.64	** Function
100	Salaries	3,545.11	34,495.38	0.00	54,000.00	19,504.62	63.88	
200	Employee Benefits	561.96	5,648.51	0.00	6,500.00	851.49	86.90	
300	Purchased Services	209.08	1,003.20	0.00	1,700.00	696.80	59.01	
400	Supplies And Materials	0.00	438.53	0.00	1,350.00	911.47	32.48	
2134	Nurse Services	4,316.15	41,585.62	0.00	63,550.00	21,964.38	65.44	** Function
100	Salaries	1,314.47	15,260.83	0.00	16,500.00	1,239.17	92.49	
200	Employee Benefits	277.18	2,750.13	0.00	3,400.00	649.87	80.89	
300	Purchased Services	0.00	138.92	0.00	11,150.00	11,011.08	1.25	
400	Supplies And Materials	0.00	1,768.66	0.00	1,800.00	31.34	98.26	
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	1,591.65	19,918.54	0.00	32,850.00	12,931.46	60.63	** Function
300	Purchased Services	727.74	7,197.70	0.00	9,300.00	2,102.30	77.39	
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	727.74	7,197.70	0.00	9,300.00	2,102.30	77.39	** 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	1,407.53	21,904.47	0.00	51,000.00	29,095.53	42.95	
200	Employee Benefits	134.29	3,666.98	0.00	5,800.00	2,133.02	63.22	
300	Purchased Services	1,360.00	11,455.76	0.00	21,500.00	10,044.24	53.28	
400	Supplies And Materials	13.85	15,556.76	0.00	28,000.00	12,443.24	55.56	
2210	EPIC	2,915.67	52,583.97	0.00	106,300.00	53,716.03	49.47	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

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Education Fund 10

Function 2000 Support Services
Function 2215 TITLE II CLASS REDUCTION
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	
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	10,119.31	105,462.61	0.00	127,300.00	21,837.39	82.85	
200	Employee Benefits	1,854.72	17,011.61	0.00	21,500.00	4,488.39	79.12	
300	Purchased Services	41.84	809.73	0.00	2,400.00	1,590.27	33.74	
400	Supplies And Materials	3,467.01	8,932.57	0.00	14,765.00	5,832.43	60.50	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2220	MEDIA PROGRAM	15,482.88	132,216.52	0.00	165,965.00	33,748.48	79.67	** Function
100	Salaries	6,225.57	57,726.01	0.00	76,000.00	18,273.99	75.96	
200	Employee Benefits	1,131.06	10,076.69	0.00	7,500.00	(2,576.69)	134.36	
300	Purchased Services	1,174.96	8,896.32	0.00	23,500.00	14,603.68	37.86	
400	Supplies And Materials	0.00	1,972.88	0.00	2,700.00	727.12	73.07	
2226	TECHNOLOGY	8,531.59	78,671.90	0.00	109,700.00	31,028.10	71.72	** 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	299.75	5,278.50	0.00	6,100.00	821.50	86.53	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	1,976.00	36,354.51	0.00	58,400.00	22,045.49	62.25	
400	Supplies And Materials	2,326.97	27,700.31	0.00	42,000.00	14,299.69	65.95	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	553.50	10,544.53	0.00	32,000.00	21,455.47	32.95	
2310	Brd Ed Services	5,156.22	79,877.85	0.00	138,500.00	58,622.15	57.67	** Function
100	Salaries	7,087.50	86,242.30	0.00	85,000.00	(1,242.30)	101.46	

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Education Fund 10

Function 2000 Support Services
Function 2320 Executive Adm. 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
200	Employee Benefits	3,041.92	30,434.89	0.00	34,500.00	4,065.11	88.22	
300	Purchased Services	1,568.95	16,945.82	0.00	17,300.00	354.18	97.95	
400	Supplies And Materials	102.36	9,927.03	0.00	10,000.00	72.97	99.27	
500	Capital Outlay	0.00	0.00	0.00	7,000.00	7,000.00	0.00	
600	Other Objects	39.00	1,704.26	0.00	3,000.00	1,295.74	56.81	
2320	Executive Adm. Serv	11,839.73	145,254.30	0.00	156,800.00	11,545.70	92.64	** Function
100	Salaries	42,844.08	417,277.35	0.00	519,000.00	101,722.65	80.40	
200	Employee Benefits	12,376.23	120,294.87	0.00	156,000.00	35,705.13	77.11	
300	Purchased Services	252.16	4,719.87	0.00	8,000.00	3,280.13	59.00	
400	Supplies And Materials	192.06	11,764.30	0.00	12,420.00	655.70	94.72	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	2,279.48	0.00	4,000.00	1,720.52	56.99	
2410	Office Of Principal Serv	55,664.53	556,335.87	0.00	700,920.00	144,584.13	79.37	** 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	7,820.95	77,842.96	0.00	100,000.00	22,157.04	77.84	
200	Employee Benefits	10.40	104.00	0.00	150.00	46.00	69.33	
300	Purchased Services	0.00	1,196.48	0.00	1,700.00	503.52	70.38	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	20.00	0.00	450.00	430.00	4.44	
2520	Fiscal Services	7,831.35	79,163.44	0.00	103,300.00	24,136.56	76.63	** Function
100	Salaries	14,285.94	137,747.98	0.00	168,300.00	30,552.02	81.85	
200	Employee Benefits	2,754.50	27,544.19	0.00	34,375.00	6,830.81	80.13	
300	Purchased Services	0.00	246.98	0.00	2,800.00	2,553.02	8.82	
400	Supplies And Materials	24,697.09	169,442.38	0.00	245,300.00	75,857.62	69.08	
500	Capital Outlay	0.00	0.00	0.00	4,000.00	4,000.00	0.00	
600	Other Objects	36.00	647.00	0.00	400.00	(247.00)	161.75	
2560	Food Services	41,773.53	335,628.53	0.00	455,175.00	119,546.47	73.74	** Function
300	Purchased Services	210.00	2,382.65	0.00	6,200.00	3,817.35	38.43	

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Education Fund 10

Function 2000 Support Services
Function 2630 Information Services
Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2630	Information Services	210.00	2,382.65	0.00	6,200.00	3,817.35	38.43	** Function
100	Salaries	2,625.33	21,002.68	0.00	34,000.00	12,997.32	61.77	
200	Employee Benefits	2.60	20.68	0.00	75.00	54.32	27.57	
2640	Function 2640	2,627.93	21,023.36	0.00	34,075.00	13,051.64	61.70	** Function
300	Purchased Services	0.00	522.50	0.00	5,000.00	4,477.50	10.45	
400	Supplies And Materials	9,230.00	11,905.00	0.00	14,600.00	2,695.00	81.54	
2660	DATA PROCESSING	9,230.00	12,427.50	0.00	19,600.00	7,172.50	63.41	** Function
2000	Support Services	189,979.34	1,782,167.66	0.00	2,371,905.00	589,737.34	75.14	* Function
600	Other Objects	0.00	51,625.38	0.00	52,000.00	374.62	99.28	
4120	Payments Sp Ed Programs	0.00	51,625.38	0.00	52,000.00	374.62	99.28	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
4140	Payments for CTE Programs	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	
600	Other Objects	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	0.00	5,000.00	5,000.00	0.00	** Function
600	Other Objects	700.00	1,400.00	0.00	6,000.00	4,600.00	23.33	
4210	Payments for Regular Programs - Tuition	700.00	1,400.00	0.00	6,000.00	4,600.00	23.33	** Function
600	Other Objects	3,312.18	49,445.28	0.00	120,000.00	70,554.72	41.20	
4220	Payments for Special Education Programs - Tuition	3,312.18	49,445.28	0.00	120,000.00	70,554.72	41.20	** Function
600	Other Objects	0.00	36,000.00	0.00	36,000.00	0.00	100.00	
4240	Payments for CTE Programs - Tuition	0.00	36,000.00	0.00	36,000.00	0.00	100.00	** Function
4000	Nonprogrammed Charges	4,012.18	138,470.66	0.00	219,000.00	80,529.34	63.23	* 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	700,973.81	6,696,900.30	0.00	8,982,188.00	2,285,287.70	74.56	Fund

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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 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
100	Salaries	20,957.59	253,799.01	0.00	401,200.00	147,400.99	63.26	
200	Employee Benefits	3,512.30	39,320.77	0.00	51,600.00	12,279.23	76.20	
300	Purchased Services	14,233.62	207,421.44	0.00	304,200.00	96,778.56	68.19	
400	Supplies And Materials	29,636.32	238,156.26	0.00	346,700.00	108,543.74	68.69	
500	Capital Outlay	0.00	144,332.85	0.00	188,900.00	44,567.15	76.41	
2542	Care & Upkeep Bldg Serv	68,339.83	883,030.33	0.00	1,292,600.00	409,569.67	68.31	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	4,875.00	42,317.34	0.00	49,200.00	6,882.66	86.01	
400	Supplies And Materials	2,552.79	9,924.35	0.00	12,500.00	2,575.65	79.39	
500	Capital Outlay	0.00	87,178.49	0.00	140,000.00	52,821.51	62.27	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
2543	Care Upkeep Grnds Serv	7,427.79	139,420.18	0.00	201,750.00	62,329.82	69.11	** Function
2000	Support Services	75,767.62	1,022,450.51	0.00	1,494,350.00	471,899.49	68.42	* 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	75,767.62	1,022,450.51	0.00	1,494,350.00	471,899.49	68.42	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	16,546.67	0.00	24,797.00	8,250.33	66.73	
5200	Debt Service - Interest on Long-Term Debt	0.00	16,546.67	0.00	24,797.00	8,250.33	66.73	** Function
600	Other Objects	0.00	85,000.00	0.00	500,000.00	415,000.00	17.00	
5320	General Obligation Bonds	0.00	85,000.00	0.00	500,000.00	415,000.00	17.00	** Function
600	Other Objects	0.00	500.00	0.00	1,000.00	500.00	50.00	
5400	Debt Service Other - Short Term Debt Principal	0.00	500.00	0.00	1,000.00	500.00	50.00	** Function
5000	Debt Services	0.00	102,046.67	0.00	525,797.00	423,750.33	19.41	* 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	102,046.67	0.00	525,797.00	423,750.33	19.41	Fund

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Expenditure Report

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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 Budget	State Account Number
100	Salaries	3,666.51	31,108.17	0.00	39,200.00	8,091.83	79.36	
200	Employee Benefits	55.57	558.56	0.00	1,300.00	741.44	42.97	
300	Purchased Services	99,638.54	680,986.45	0.00	927,989.00	247,002.55	73.38	
400	Supplies And Materials	338.13	3,276.91	0.00	6,500.00	3,223.09	50.41	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	103,698.75	715,930.09	0.00	974,989.00	259,058.91	73.43	** Function
2000	Support Services	103,698.75	715,930.09	0.00	974,989.00	259,058.91	73.43	* 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	103,698.75	715,930.09	0.00	974,989.00	259,058.91	73.43	Fund

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Expenditure Report

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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 Budget	State Account Number
200	Employee Benefits	1,472.49	11,007.37	0.00	25,390.00	14,382.63	43.35	
1110	Elementary	1,472.49	11,007.37	0.00	25,390.00	14,382.63	43.35	** Function
200	Employee Benefits	464.00	4,592.17	0.00	7,300.00	2,707.83	62.91	
1111	Primary	464.00	4,592.17	0.00	7,300.00	2,707.83	62.91	** Function
200	Employee Benefits	656.78	6,356.04	0.00	8,900.00	2,543.96	71.42	
1112	Junior High	656.78	6,356.04	0.00	8,900.00	2,543.96	71.42	** Function
200	Employee Benefits	1,058.90	10,335.79	0.00	13,450.00	3,114.21	76.85	
1113	High School	1,058.90	10,335.79	0.00	13,450.00	3,114.21	76.85	** 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	111.19	1,046.97	0.00	1,400.00	353.03	74.78	
1115	MUSIC	111.19	1,046.97	0.00	1,400.00	353.03	74.78	** 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	705.08	7,588.13	0.00	9,100.00	1,511.87	83.39	
1125	Pre-K Programs	705.08	7,588.13	0.00	9,100.00	1,511.87	83.39	** 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	2.06	3.90	0.00	75.00	71.10	5.20	
1204	Physically Hndcap Homebound	2.06	3.90	0.00	75.00	71.10	5.20	** 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	73.02	615.83	0.00	950.00	334.17	64.82	
1210	Speech & Lang.Impaired	73.02	615.83	0.00	950.00	334.17	64.82	** 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	6,060.26	57,438.26	0.00	84,800.00	27,361.74	67.73	
1220	Cross-Categorical (Cc)	6,060.26	57,438.26	0.00	84,800.00	27,361.74	67.73	** Function
200	Employee Benefits	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

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

Function 1000 Instruction
Function 1225 Special Education Programs Pre-K
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	402.35	3,697.15	0.00	4,950.00	1,252.85	74.69	
1225	Special Education Programs Pre-K	402.35	3,697.15	0.00	4,950.00	1,252.85	74.69	** Function
200	Employee Benefits	100.21	808.44	0.00	2,200.00	1,391.56	36.75	
1250	Remedial and Supplemental Programs K-12	100.21	808.44	0.00	2,200.00	1,391.56	36.75	** Function
200	Employee Benefits	107.87	928.68	0.00	1,200.00	271.32	77.39	
1401	VOCATIONAL AG	107.87	928.68	0.00	1,200.00	271.32	77.39	** Function
200	Employee Benefits	0.00	119.42	0.00	0.00	(119.42)	0.00	
1402	INDUSTRIAL ARTS	0.00	119.42	0.00	0.00	(119.42)	0.00	** Function
200	Employee Benefits	75.59	576.08	0.00	500.00	(76.08)	115.22	
1407	BUSINESS ED	75.59	576.08	0.00	500.00	(76.08)	115.22	** 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	10.67	91.59	0.00	650.00	558.41	14.09	
1459	CO-OP PROGRAM	10.67	91.59	0.00	650.00	558.41	14.09	** Function
200	Employee Benefits	99.05	3,371.38	0.00	5,350.00	1,978.62	63.02	
1501	ATHLETICS	99.05	3,371.38	0.00	5,350.00	1,978.62	63.02	** 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	0.00	125.63	0.00	900.00	774.37	13.96	
1540	EXTRA CURRICULAR	0.00	125.63	0.00	900.00	774.37	13.96	** Function
200	Employee Benefits	0.00	124.59	0.00	600.00	475.41	20.77	
1600	Summer School	0.00	124.59	0.00	600.00	475.41	20.77	** 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	0.00	60.61	0.00	325.00	264.39	18.65	
1700	Drivers Education Program	0.00	60.61	0.00	325.00	264.39	18.65	** 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	11,399.52	108,888.03	0.00	168,040.00	59,151.97	64.80	* Function
200	Employee Benefits	372.42	3,658.41	0.00	5,300.00	1,641.59	69.03	
2110	Attendance/Soc Wrk Serv	372.42	3,658.41	0.00	5,300.00	1,641.59	69.03	** Function
200	Employee Benefits	82.69	831.81	0.00	1,200.00	368.19	69.32	

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

Function 2000 Support Services
Function 2120 Guidance Services
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
2120	Guidance Services	82.69	831.81	0.00	1,200.00	368.19	69.32	** Function
200	Employee Benefits	652.94	6,401.60	0.00	10,300.00	3,898.40	62.15	
2134	Nurse Services	652.94	6,401.60	0.00	10,300.00	3,898.40	62.15	** Function
200	Employee Benefits	241.16	2,392.61	0.00	3,500.00	1,107.39	68.36	
2140	Psychological Services	241.16	2,392.61	0.00	3,500.00	1,107.39	68.36	** 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	7.84	489.90	0.00	1,900.00	1,410.10	25.78	
2210	EPIC	7.84	489.90	0.00	1,900.00	1,410.10	25.78	** 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	1,050.55	11,275.89	0.00	18,225.00	6,949.11	61.87	
2220	MEDIA PROGRAM	1,050.55	11,275.89	0.00	18,225.00	6,949.11	61.87	** 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	439.36	3,601.70	0.00	850.00	(2,751.70)	423.73	
2226	TECHNOLOGY	439.36	3,601.70	0.00	850.00	(2,751.70)	423.73	** 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
200	Employee Benefits	22.38	399.65	0.00	850.00	450.35	47.02	
2310	Brd Ed Services	22.38	399.65	0.00	850.00	450.35	47.02	** Function
200	Employee Benefits	126.48	1,487.63	0.00	1,600.00	112.37	92.98	

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

Function 2000 Support Services
Function 2320 Executive Adm. 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
2320	Executive Adm. Serv	126.48	1,487.63	0.00	1,600.00	112.37	92.98	** Function
200	Employee Benefits	343.69	3,672.64	0.00	10,000.00	6,327.36	36.73	
2365	Risk Management and Claims Services Payments	343.69	3,672.64	0.00	10,000.00	6,327.36	36.73	** Function
200	Employee Benefits	2,316.56	23,332.44	0.00	40,900.00	17,567.56	57.05	
2410	Office Of Principal Serv	2,316.56	23,332.44	0.00	40,900.00	17,567.56	57.05	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Supt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,548.42	15,111.59	0.00	19,000.00	3,888.41	79.53	
2520	Fiscal Services	1,548.42	15,111.59	0.00	19,000.00	3,888.41	79.53	** Function
200	Employee Benefits	4,188.83	46,262.33	0.00	64,550.00	18,287.67	71.67	
2542	Care & Upkeep Bldg Serv	4,188.83	46,262.33	0.00	64,550.00	18,287.67	71.67	** 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	446.25	3,237.09	0.00	4,600.00	1,362.91	70.37	
2550	Pupil Transportation Ser	446.25	3,237.09	0.00	4,600.00	1,362.91	70.37	** Function
200	Employee Benefits	2,574.57	24,673.76	0.00	32,100.00	7,426.24	76.87	
2560	Food Services	2,574.57	24,673.76	0.00	32,100.00	7,426.24	76.87	** Function
200	Employee Benefits	493.30	3,901.29	0.00	6,500.00	2,598.71	60.02	
2640	Function 2640	493.30	3,901.29	0.00	6,500.00	2,598.71	60.02	** Function
2000	Support Services	14,907.44	150,730.34	0.00	221,375.00	70,644.66	68.09	* 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	26,306.96	259,618.37	0.00	389,415.00	129,796.63	66.67	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	370,000.00	0.00	266,041.00	(103,959.00)	139.08	
8110	Permnt Trns Wrk Csh Abol	0.00	370,000.00	0.00	266,041.00	(103,959.00)	139.08	** 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	370,000.00	0.00	266,041.00	(103,959.00)	139.08	* Function
70	Working Cash Fund	0.00	370,000.00	0.00	266,041.00	(103,959.00)	139.08	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	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	
1110	Elementary	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	
1111	Primary	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	
1112	Junior High	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	
1113	High School	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	
1115	MUSIC	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	
1210	Speech & Lang.Impaired	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	
1220	Cross-Categorical (Cc)	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	
1225	Special Education Programs Pre-K	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	
1401	VOCATIONAL AG	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	
1402	INDUSTRIAL ARTS	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	
1407	BUSINESS ED	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	
1459	CO-OP PROGRAM	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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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	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	0.00	0.00	0.00	0.00	0.00	0.00	* Function
100	Salaries	667.92	5,343.36	0.00	0.00	(5,343.36)	0.00	
200	Employee Benefits	140.50	1,110.80	0.00	0.00	(1,110.80)	0.00	
2134	Nurse Services	808.42	6,454.16	0.00	0.00	(6,454.16)	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2320	Executive Adm. Serv	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	28,176.00	0.00	29,000.00	824.00	97.16	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	28,176.00	0.00	29,000.00	824.00	97.16	** Function
200	Employee Benefits	0.00	18,062.50	0.00	0.00	(18,062.50)	0.00	
300	Purchased Services	0.00	10,851.83	0.00	12,000.00	1,148.17	90.43	
2363	Unemployment Insurance Act Payments	0.00	28,914.33	0.00	12,000.00	(16,914.33)	240.95	** Function
300	Purchased Services	0.00	45,769.82	0.00	44,000.00	(1,769.82)	104.02	
2364	Insurance Payments (regular or self-insurance)	0.00	45,769.82	0.00	44,000.00	(1,769.82)	104.02	** Function
100	Salaries	9,432.94	101,871.99	0.00	185,177.00	83,305.01	55.01	
200	Employee Benefits	25.31	202.61	0.00	0.00	(202.61)	0.00	
2365	Risk Management and Claims Services Payments	9,458.25	102,074.60	0.00	185,177.00	83,102.40	55.12	** Function
300	Purchased Services	1,793.75	10,718.82	0.00	12,000.00	1,281.18	89.32	
2367	Educational, Inspectional, Sup Serv due to loss	1,793.75	10,718.82	0.00	12,000.00	1,281.18	89.32	** Function
300	Purchased Services	658.75	15,785.24	0.00	20,000.00	4,214.76	78.93	
2369	Legal Services	658.75	15,785.24	0.00	20,000.00	4,214.76	78.93	** 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	680.00	0.00	0.00	(680.00)	0.00	
2540	Function 2540	0.00	680.00	0.00	0.00	(680.00)	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2542	Care & Upkeep Bldg Serv	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	
2560	Food Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	12,719.17	238,572.97	0.00	302,177.00	63,604.03	78.95	* Function

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Tort Immunity and Judgment Fund 80									
Function	2000	Support Services							
Function	2560	Food Services							
Object	100	Salaries							
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
80	Tort Immunity and Judgment Fund		12,719.17	238,572.97	0.00	302,177.00	63,604.03	78.95	Fund

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Expenditure Report

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Fire Prevention/Life Safety 90

Function 2000 Support Services
Function 2548 L/S Capital Outlay
Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	63,384.84	0.00	63,385.00	0.16	100.00	
2548	L/S Capital Outlay	0.00	63,384.84	0.00	63,385.00	0.16	100.00	** Function
2000	Support Services	0.00	63,384.84	0.00	63,385.00	0.16	100.00	* 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	63,384.84	0.00	63,385.00	0.16	100.00	Fund
Report Total:		919,466.31	9,468,903.75	0.00	12,998,342.00	3,529,438.25	72.85	

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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	605,189.80	36,326.27	641,516.07
10-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
10-111-1	IMPREST FUND	13,800.00	0.00	13,800.00
10-121-1	REGULAR INVESTMENT ED	4,028,849.55	190,358.15	4,219,207.70
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	\$4,647,839.35	\$226,684.42	\$4,874,523.77
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	0.00	0.00	0.00
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	(137,607.30)	0.00	(137,607.30)
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	(10,342.24)	(147,949.54)	(158,291.78)
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	(\$147,949.54)	(\$147,949.54)	(\$295,899.08)
10-706-1	NET PROFIT/LOSS	(366,112.08)	(226,684.42)	(592,796.50)
10-730-1	FUND BALANCE	(4,133,777.73)	147,949.54	(3,985,828.19)
	Total	(\$4,499,889.81)	(\$78,734.88)	(\$4,578,624.69)
	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	3,612.66	0.00	3,612.66
20-131	PAYROLL CASH	0.00	0.00	0.00
20-110-1	CASH IN BANKS	146,877.19	0.00	146,877.19
20-121-1	REGULAR INVESTMENT O/M	382,973.24	(75,667.90)	307,305.34
	Total	\$533,463.09	(\$75,667.90)	\$457,795.19
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	51.56	51.56
20-452-1	Delete This Account	0.00	0.00	0.00
	Total	\$0.00	\$51.56	\$51.56
20-730-1	FUND BALANCE	(683,940.04)	(51.56)	(683,991.60)
20-706-1	NET PROFIT/LOSS	150,476.95	75,667.90	226,144.85
	Total	(\$533,463.09)	\$75,616.34	(\$457,846.75)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/3/2017 11:32 AM
 PUTNAM COUNTY CUSD #535

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	348,523.10	95.05	348,618.15
	Total	\$348,523.10	\$95.05	\$348,618.15
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	(348,523.10)	(95.05)	(348,618.15)
	Total	(\$348,523.10)	(\$95.05)	(\$348,618.15)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/3/2017 11:32 AM
 PUTNAM COUNTY CUSD #535

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	68,803.84	296.34	69,100.18
40-121-1	REGULAR INVESTMENT TRANS	228,432.73	4,698.33	233,131.06
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	Total	\$297,236.57	\$4,994.67	\$302,231.24
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	(182,570.62)	(4,994.67)	(187,565.29)
40-730-1	FUND BALANCE	(114,665.95)	0.00	(114,665.95)
	Total	(\$297,236.57)	(\$4,994.67)	(\$302,231.24)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/3/2017 11:32 AM
 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	103,454.30	0.00	103,454.30
50-121-1	REGULAR INVESTMENT IMRF	258,819.15	(26,225.09)	232,594.06
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	Total	\$362,273.45	(\$26,225.09)	\$336,048.36
50-481-1	MEDICARE EMPLOYEE (10)	51.56	0.00	51.56
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	\$51.56	\$0.00	\$51.56
50-730-1	FUND BALANCE	(393,316.57)	0.00	(393,316.57)
50-706-1	NET PROFIT/LOSS	30,991.56	26,225.09	57,216.65
	Total	(\$362,325.01)	\$26,225.09	(\$336,099.92)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/3/2017 11:32 AM
 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: 5/3/2017 11:32 AM
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	1,123,525.76	288.24	1,123,814.00
70-185-1	INVESTMENT LONG TERM WC	1,270,984.90	288.78	1,271,273.68
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	0.00	0.00	0.00
	Total	\$2,394,510.66	\$577.02	\$2,395,087.68
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	(2,699,002.34)	0.00	(2,699,002.34)
70-706-1	NET PROFIT/LOSS	304,491.68	(577.02)	303,914.66
	Total	(\$2,394,510.66)	(\$577.02)	(\$2,395,087.68)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/3/2017 11:32 AM
 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	225,815.35	(12,655.42)	213,159.93
80-110-1	TORT-CASH IN BANKS	36,622.34	0.00	36,622.34
	Total	\$262,437.69	(\$12,655.42)	\$249,782.27
80-481	NON-CERT DUES	(59.40)	0.00	(59.40)
80-431-1	ACCOUNTS PAYABLE	(59.40)	(118.80)	(178.20)
	Total	(\$118.80)	(\$118.80)	(\$237.60)
80-730-1	FUND BALANCE	(113,295.04)	118.80	(113,176.24)
80-706-1	NET PROFIT/LOSS	(149,023.85)	12,655.42	(136,368.43)
	Total	(\$262,318.89)	\$12,774.22	(\$249,544.67)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/3/2017 11:32 AM
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	161,549.88	59.37	161,609.25
90-110-1	CASH IN BANK-LIFE SAFETY	(106,467.15)	0.00	(106,467.15)
	Total	\$55,082.73	\$59.37	\$55,142.10
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	3,873.03	(59.37)	3,813.66
90-730-1	FUND BALANCE	(58,955.76)	0.00	(58,955.76)
	Total	(\$55,082.73)	(\$59.37)	(\$55,142.10)
	Total	\$0.00	\$0.00	\$0.00

Fund Balance Report

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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	700,973.81	927,658.23	6,696,900.30	7,289,696.80	592,796.50	3,985,828.19	4,578,624.69
20	Oper, Build, & Maint Fund	75,767.62	99.72	1,022,450.51	796,305.66	(226,144.85)	683,991.60	457,846.75
30	Debt Service Fund or Fund Group	0.00	95.05	102,046.67	450,664.82	348,618.15	0.00	348,618.15
40	Transportation Fund	103,698.75	108,693.42	715,930.09	903,495.38	187,565.29	114,665.95	302,231.24
50	I.M.R.F./Soc. Sec. Fund	26,306.96	81.87	259,618.37	202,401.72	(57,216.65)	393,316.57	336,099.92
70	Working Cash Fund	0.00	577.02	370,000.00	66,085.34	(303,914.66)	2,699,002.34	2,395,087.68
80	Tort Immunity and Judgment Fund	12,719.17	63.75	238,572.97	374,941.40	136,368.43	113,176.24	249,544.67
90	Fire Prevention/Life Safety	0.00	59.37	63,384.84	59,571.18	(3,813.66)	58,955.76	55,142.10
		<u>\$919,466.31</u>	<u>\$1,037,328.43</u>	<u>\$9,468,903.75</u>	<u>\$10,143,162.30</u>	<u>\$674,258.55</u>	<u>\$8,048,936.65</u>	<u>\$8,723,195.20</u>

PCPS Activity Fund April

Beginning Balance	\$8645.76
Deposits	\$2319.92
Expenditures	\$4030.93
Ending Balance	\$6934.73

Deposits

4/28/17	Book Fair & Field Trip	\$2319.92
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Expenditures

CK#			
881	4/06/17	Starved Rock Reading Council Young Author Event	\$108.00
882	4/18/17	Scholastic Books Book Fair	\$2048.15
883	4/18/17	Hinckley Springs Water	\$46.19
884	4/24/17	Creative Apparel K T-Shirts	\$242.50
885	4/26/17	April Casey Yearbooks	\$1500.00
886	4/27/17	Casey's Young Auth Lunch	\$40.00
887	4/28/17	Grandma Rosie's Interview Lunch	\$46.09

PCES Activity Fund April 2017

Beginning Balance April 01, 2017	\$18392.57
Deposits April 2017	1864.68
Expenditures April 2017	3546.83
Ending Balance April 30, 2017	\$16710.42

Deposits

4/18/17	Scholastic Book Fair	\$1864.68
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Expenditures

4/3/17 - #1324	All for Kidz	\$1391.28
	Ned Show Yoyo sales	
4/3/17 - #1325	Starved Rock Reading Council	\$108.00
	Young Authors Winners Fees	
4/4/17 - #1326	Gopher	\$137.71
	Basketball & Soccer Nets	
4/18/17 - #1327	Scholastic Book Fair	\$1864.68
	Book Fair Sales	
4/28/17 - #1328	Waterfront Tavern	\$45.16
	Lunch & Tip for Interview Committee	

Total Expenditures	\$3546.83
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PCES Imprest Fund Report April 2017

Beginning Balance April 01, 2017	\$1500.00
Balance April 28, 2017	\$765.00
Request for reimbursement	\$735.00
Attain Maximum Balance	\$1,500.00

Deposits

Expenditures

4/27/17 – Check#3221	Bureau of Education & Research Workshop – Title 1	\$735.00
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Total Expenditures	\$735.00
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Request for reimbursement	\$735.00
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Putnam County Junior High School
 Imprest Fund
 April, 2017
 Account #010-146

Beginning Balance	\$ 2,079.25
Replenishment Request	<u>720.75</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>\$ 52.70</u>
Balance	\$ 2,747.30
Replenishment Request	<u>\$ 52.70</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>
5824	04/18	RCYRBA		Rebecca Caudill fee media center	10.00
5825	04/28	US. Postmaster	10-2410-341-1	postage	42.70

expenditures	52.70
Replenishment request	52.70

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
 PCJH Cheerleading
 April, 2017
 Account #138-258

Beginning Balance	\$	678.71
Transfers In		<u>00.00</u>
Subtotal		678.71
Less Expenditures		<u>00.00</u>
Balance		678.71

<u>Check#</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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Michael Olson, Principal

Sandra A. Troglia, Secretary

Putnam County Junior High School
 PCJH Girls Athletic Fund
 April, 2017
 Account #010-707

Beginning Balance	\$ 11,925.20
Transfers In	<u>00.00</u>
Subtotal	11,925.20
Less Expenditures	<u>435.00</u>
Balance	11,490.20

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
703	04/07	Chris Walker	reimburse LTC 2015	435.00

 Michael Olson, Principal

 Sandra A. Troglia, Secretary

Putnam County Junior High School
Puma Crew
April, 2017
Account #010-561

Beginning Balance	\$2,134.47
Transfers In	<u>0.00</u>
Subtotal	2,134.47
Less Expenditures	<u>223.88</u>
Balance	\$1,910.59

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
642	04/27	Little Sicily	Pizza	52.02
643	04/27	RRC Young Authors	Books	144.00
644	04/08	Cortny Hannon	reimburse	27.86

Olson, Principal

Cortny Hannon, Advisor

Putnam County Junior High School
 PCJH Staff Soda
 April, 2017
 Account #010-650

Beginning Balance	\$ 5,959.85
Transfers In	<u>610.00</u>
Subtotal	6,569.85
Less Expenditures	<u>625.78</u>
Balance	5,944.07

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1484	04/04	N/C Mastercard	8 th grade trip	465.82
1485	04/05	Country Stop	student of the month	110.00
1486	04/21	Water Store	water	17.78
1487	04/21	Brenda Bickerman	reimburse INTERACT	10.98

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
 Student Council
 April, 2017
 Account #138-096

Beginning Balance	\$ 2983.76
Transfers In	<u>\$ 835.00</u>
Subtotal	\$ 3818.76
Less Expenditures	<u>\$ 2090.00</u>
Balance	\$ 1728.76

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1002	4/3	April Casey	yearbooks	\$2090.00

Mike Olson, Principal

Kristin Erickson, Sponsor

Putnam County Junior High School
 PCJH Activity Fund
 April, 2017

<u>Account name & #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 678.71	00.00	00.00	\$ 678.71
PCJH Girls Athletic 010-707	11,925.20	00.00	435.00	11,490.20
PCJH Puma Crew 010-561	2,134.47	00.00	223.88	1,910.59
Staff Soda 010-650	5,959.85	610.00	625.78	5,944.07
PCJH Student Council 138-096	2,983.76	835.00	2,090.00	1,728.76

 Michael Olson, Principal

 Sandra A. Troglio, Secretary

**Putnam County High School
General Ledger Report
Financial Report**

From Date: 4/1/2017
To Date: 4/30/2017

From Acct: 100
To Account: 605

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
000100	Office	\$10,991.79	\$182.75	(\$532.52)	\$0.00	\$10,642.02	\$0.00	\$10,642.02
000102	Office Adjustment	\$0.03	\$0.00	\$0.00	\$0.00	\$0.03	\$0.00	\$0.03
000105	Adult Education	\$37.48	\$0.00	\$0.00	\$0.00	\$37.48	\$0.00	\$37.48
000110	Condolence	\$813.64	\$0.00	\$0.00	\$0.00	\$813.64	\$0.00	\$813.64
000120	Baseball	\$7,439.90	\$2,506.00	(\$4,567.48)	\$0.00	\$5,378.42	\$0.00	\$5,378.42
000125	Girl's Softball	\$4,460.00	\$0.00	(\$3,901.00)	\$0.00	\$559.00	\$0.00	\$559.00
000130	PC Enterprises	\$968.24	\$0.00	\$0.00	\$0.00	\$968.24	\$0.00	\$968.24
000135	Golf	\$649.62	\$0.00	\$0.00	\$0.00	\$649.62	\$0.00	\$649.62
000137	Girls Golf	\$153.69	\$0.00	\$0.00	\$0.00	\$153.69	\$0.00	\$153.69
000140	Scholastic Bowl	\$413.63	\$0.00	\$0.00	\$0.00	\$413.63	\$0.00	\$413.63
000150	Interact Club	\$2,612.66	\$0.00	(\$50.00)	\$0.00	\$2,562.66	\$0.00	\$2,562.66
000155	Art	\$944.32	\$0.00	(\$296.34)	\$0.00	\$647.98	\$0.00	\$647.98
000200	Athletic	\$32.48	\$0.00	\$0.00	\$0.00	\$32.48	\$0.00	\$32.48
000210	Cable Club	\$1,514.67	\$0.00	\$0.00	\$0.00	\$1,514.67	\$0.00	\$1,514.67
000220	Track	\$4,584.95	\$745.00	(\$238.63)	\$0.00	\$5,091.32	\$0.00	\$5,091.32
000300	Journalism	\$4,166.40	\$2,028.28	\$0.00	\$0.00	\$6,194.68	\$0.00	\$6,194.68
000310	Oldies Club	\$106.17	\$0.00	\$0.00	\$0.00	\$106.17	\$0.00	\$106.17
000320	Girl's Basketball	\$2,183.46	\$1,020.00	(\$856.06)	\$0.00	\$2,347.40	\$0.00	\$2,347.40
000325	Boy's Basketball	\$2,201.19	\$960.00	(\$291.00)	\$0.00	\$2,870.19	\$0.00	\$2,870.19
000330	Student Council	\$3,831.13	\$75.00	\$0.00	\$0.00	\$3,906.13	\$0.00	\$3,906.13
000340	N.H.S.	\$854.08	\$109.00	(\$100.00)	\$0.00	\$863.08	\$0.00	\$863.08
000345	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000350	Landscaping	\$297.82	\$3.62	\$0.00	\$0.00	\$301.44	\$0.00	\$301.44
000360	FFA	\$751.55	\$80.00	(\$218.00)	\$0.00	\$613.55	\$0.00	\$613.55
000365	Greenhouse Project	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
000370	Cheerleading	\$1,480.48	\$700.00	(\$214.30)	\$0.00	\$1,966.18	\$0.00	\$1,966.18
000380	Panteras	\$1,149.97	\$0.00	\$0.00	\$0.00	\$1,149.97	\$0.00	\$1,149.97
000390	Media Club	\$1,201.72	\$0.00	(\$55.00)	\$0.00	\$1,146.72	\$0.00	\$1,146.72
000395	Computer Club	\$333.40	\$0.00	\$0.00	\$0.00	\$333.40	\$0.00	\$333.40
000400	Tournament Athletics	\$8,994.85	\$2,314.00	(\$1,261.50)	\$0.00	\$10,047.35	\$0.00	\$10,047.35
000405	PC Alumni Educational Fu	\$3,934.12	\$0.00	\$0.00	\$0.00	\$3,934.12	\$0.00	\$3,934.12
000410	Thespians	\$387.56	\$41.30	(\$237.61)	\$0.00	\$191.25	\$0.00	\$191.25
000420	Science Club	\$263.20	\$0.00	\$0.00	\$0.00	\$263.20	\$0.00	\$263.20
000425	Wrestling	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00
000430	Music (Band)	\$141.78	\$0.00	(\$90.67)	\$0.00	\$51.11	\$0.00	\$51.11

**Putnam County High School
General Ledger Report
Financial Report**

From Date:	4/1/2017
To Date:	4/30/2017

From Acct:	100
To Account:	605

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
000440	Music (Chorus)	\$22.19	\$0.00	\$0.00	\$0.00	\$22.19	\$0.00	\$22.19
000500	Class of 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000510	Message Board	\$55.84	\$0.00	\$0.00	\$0.00	\$55.84	\$0.00	\$55.84
000515	ITP Class	\$27.81	\$0.00	\$0.00	\$0.00	\$27.81	\$0.00	\$27.81
000520	Class of 2014	\$1,488.44	\$0.00	\$0.00	\$0.00	\$1,488.44	\$0.00	\$1,488.44
000530	Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000540	Volleyball	\$2,234.83	\$0.00	(\$250.00)	\$0.00	\$1,984.83	\$0.00	\$1,984.83
000545	Class of 2017	\$3,818.72	\$0.00	\$0.00	\$0.00	\$3,818.72	\$0.00	\$3,818.72
000550	Class of 2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000560	Class of 2010	(\$0.03)	\$0.00	\$0.00	\$0.00	(\$0.03)	\$0.00	(\$0.03)
000570	Class of 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000580	Class of 2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000590	Class of 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000595	Class of 2018	\$4,407.09	\$5,440.00	(\$1,505.83)	\$0.00	\$8,341.26	\$0.00	\$8,341.26
000600	Class of 2019	\$977.73	\$0.00	\$0.00	\$0.00	\$977.73	\$0.00	\$977.73
000602	Class of 2020	\$2,150.04	\$0.00	\$0.00	\$0.00	\$2,150.04	\$0.00	\$2,150.04
Group Total		\$83,383.64	\$16,204.95	(\$14,665.94)	\$0.00	\$84,922.65	\$0.00	\$84,922.65
Activity Accounts Grand Total		\$83,383.64	\$16,204.95	(\$14,665.94)	\$0.00	\$84,922.65	\$0.00	\$84,922.65

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: _____ Date: __/__/__
Principal: _____ Date: __/__/__

IMPREST REPORT
PUTNAM COUNTY HIGH SCHOOL
 Apr-17
 Clayton Theisinger, Principal

Balance March 31, 2017	\$ 3,875.00
Replenishment Request Received	\$ 2,125.00
Maximun Balance	\$ 6,000.00
Balance as of April 30, 2018	\$ 3,125.00
Replenishment Total for April	\$ 2,875.00

Expense Breakdown

Jay Gerber	10-1501-319-2	VBB Umpire	\$60.00
Dan Weiczorek	10-1501-319-2	VBB Umpire	\$60.00
Ed Derix	10-1501-319-2	VSB Umpire	\$60.00
Todd Ryan	10-1501-319-2	VSB Umpire	\$60.00
Dan Weiczorek	10-1501-319-2	VBB Umpire	\$60.00
Rich Cacciatori	10-1501-319-2	VBB Umpire	\$60.00
Ed Derix	10-1501-319-2	VSB Umpire	\$60.00
Todd Ryan	10-1501-319-2	VSB Umpire	\$60.00
Derek Neahrng	10-1501-319-2	JVBB Umpire	\$60.00
Don Grubaugh	10-1501-319-2	Track Starter	\$125.00
Derek Neahrng	10-1501-319-2	VSB Umpire	\$60.00
Derek Neahrng	10-1501-319-2	VSB Umpire	\$25.00
Jim Heth	10-1501-319-2	JVBB Umpire	\$60.00
Rich Cacciatori	10-1501-319-2	JVBB Umpire	\$60.00
Rick Michael	10-1501-319-2	JVBB Umpire	\$60.00
Shawn Lerette	10-1501-319-2	JVBB Umpire	\$60.00
NASSP	10-1113-640-2	NHS dues	\$385.00
Jim Knauf	10-1501-319-2	VBB Umpire	\$60.00
John Diesbeck	10-1501-319-2	VBB Umpire	\$60.00
Ray Gerkitz	10-1501-319-2	JVBB Umpire	\$60.00
Josh Tonozzi	10-1501-319-2	JVBB Umpire	\$60.00
Ed Derix	10-1501-319-2	VSB Umpire	\$60.00
Rick Michael	10-1501-319-2	VSB Umpire	\$60.00
Josh Tonozzi	10-1501-319-2	JVBB Umpire	\$60.00
Greg Pilon	10-1501-640-2	TCC Track	\$125.00
Dave Hartz	10-1501-640-2	TCC Track	\$125.00
Scott Schenum	10-1501-319-2	VSB Umpire	\$60.00
Simon Kampworth	10-1501-319-2	VSB Umpire	\$60.00
Bryan Delvalee	10-1501-319-2	VBB Umpire	\$60.00
Rich Fulkerson	10-1501-319-2	VBB Umpire	\$60.00
Scott Lawry	10-1501-319-2	VSB Umpire	\$60.00

Ray Gerkitz	10-1501-319-2	VBB Umpire	\$60.00
Ron Leiteritz	10-1501-319-2	VBB Umpire	\$60.00
Ed Derix	10-1501-319-2	VSB Umpire	\$60.00
Todd Ryan	10-1501-319-2	VSB Umpire	\$60.00
Ed Derix	10-1501-319-2	VSB Umpire	\$60.00
Todd Ryan	10-1501-319-2	VSB Umpire	\$60.00
ILMEA	10-1115-640-1	Music dues	\$50.00
Rick Michael	10-1501-319-2	JVBB Umpire	\$60.00
Joel Gerdovich	10-1501-319-2	JVBB Umpire	\$60.00

SUPERINTENDENT IMPREST
APRIL 2017

REPLENISHMENT REQUEST MARCH	\$ 327.18
BANK BALANCE	\$ 1,968.01
BANK BALANCE - CURRENT	\$ 2,018.01
REPLENISHMENT AMOUNT REQUESTED	\$ 0.00
BANK BALANCE	\$ 2,018.01

TOTAL REIMBURSEMENT	\$ 0
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Putnam County Comm. Unit School Dist. #535
Treasurers Report April 30, 2017

PAGE 1 OF 2	EDUCATION	O/M	TRANSPORT	IMRF	B/I	W/C	TORT	L/S	TOTALS
Cash/Invest. Begin Month	\$4,499,889.81	\$533,463.09	\$297,236.57	\$362,325.01	\$348,523.10	\$2,394,510.66	\$262,318.89	\$55,082.73	\$8,753,349.86
Receipts	\$927,658.23	\$151.28	\$108,693.42	\$81.87	\$95.05	\$577.02	\$63.75	\$59.37	\$1,037,379.99
Disbursements	\$848,923.35	\$75,767.62	\$103,698.75	\$26,306.96	\$0.00	\$0.00	\$12,837.97	\$0.00	\$1,067,534.65
Cash/Invest. End Month	\$4,578,624.69	\$457,846.75	\$302,231.24	\$336,099.92	\$348,618.15	\$2,395,087.68	\$249,544.67	\$55,142.10	\$8,723,195.20
CASH IN BANKS									
Granville National Bank	\$564,148.38	\$39,374.22	\$7,431.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$610,954.23
First State Bank	\$77,367.69	\$61,111.87	\$61,668.55	\$103,454.30	\$0.00	\$0.00	\$36,622.34	(\$106,467.15)	\$233,757.60
North Central Bank		\$46,391.10							\$46,391.10
Total Cash in Banks	\$641,516.07	\$146,877.19	\$69,100.18	\$103,454.30	\$0.00	\$0.00	\$36,622.34	(\$106,467.15)	\$891,102.93
MONEY MARKET ACCTS.									
Granville National Bank									\$0.00
Rate 0.00%									
First State Bank	\$1,117,057.79	\$133,335.71	\$124,733.98	\$74,493.21	\$41.74	\$60,870.66	\$124,089.52	\$55,847.22	\$1,690,469.83
Rate 0.30%									
North Central Bank	\$2,841,501.68	\$173,969.63	\$108,397.08	\$158,100.85	\$348,576.41	\$1,062,943.34	\$89,070.41	\$105,762.03	\$4,888,321.43
Rate 0.30%									
Eureka Savings	\$254,664.86								\$254,664.86
Rate 0.35%									
INB	\$1,000.00								\$1,000.00
Rate 0.00%									
USBank	\$4,983.37								\$4,983.37
Total Money Market Accts.	\$4,219,207.70	\$307,305.34	\$233,131.06	\$232,594.06	\$348,618.15	\$1,123,814.00	\$213,159.93	\$161,609.25	\$6,839,439.49

Putnam County Comm. Unit School Dist. #535
Treasurers Report April 30, 2017

PAGE 2 OF 2	EDUCATION	O/M	TRANSPORT	IMRF	B/I	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									
36340 11/17/17 0.45%						\$210,425.99			\$210,425.99
35651 05/13/17 0.39%						\$722,741.83			\$722,741.83
									\$0.00
									\$0.00
									\$0.00
North Central Bank									
40795 03/05/18 0.45%						\$338,105.86			\$338,105.86
									\$0.00
									\$0.00
									\$0.00
									\$0.00
Auditor Adjustments									
Tree Fund		\$3,612.66							\$3,612.66
Assets	\$13,800.00								\$13,800.00
Adjustments									\$0.00
Liabilities	(\$295,899.08)	\$51.56		\$51.56			(\$237.60)		(\$296,033.56)
TOTAL CASH & INVESTMENTS	\$4,578,624.69	\$457,846.75	\$302,231.24	\$336,099.92	\$348,618.15	\$2,395,087.68	\$249,544.67	\$55,142.10	\$8,723,195.20

CERTIFIED CORRECT

Alex J. Rolando

04/30/17

Putnam County High School
Mr. Clayton J. Theisinger
Principal

BOARD REPORT: May 2017

ACADEMICS

Classroom Highlight



In this photo, Mr. Tyler Ellena is reviewing methods for calculating the length of arcs and the area of sectors. Students within Mr. Ellena's courses have mentioned how well he breaks down content material into manageable chunks for a more thorough and conceptual understanding. His exceptional communication with students will lend well to his transition as guidance counselor for the 2017-2018 school year.

42nd Annual Honors Banquet

The 42nd Annual Honors Banquet was held on Wednesday, May 10, 2017, at 6:00 PM in the high school auditorium. Sponsors of numerous scholarships and awards were present to recognize PCHS students on their academic and extracurricular accomplishments. In all, the total amount of financial assistance given out that evening was near \$200,000. The Pletsch scholarship was the highest financial award of the evening with numerous students receiving several thousand dollars based on their post-secondary institution.

Graduation

As previously noted, graduation will be Friday, May 19, 2017, at 7:00 PM in the high school gymnasium.

MAP Testing

The final term of MAP testing occurred during the last week of April with all students completing assessments in reading and mathematics. Results for MAP testing will not be available until late May; however, administration and faculty are not optimistic about the results because of student apathy during testing. Students were aware that this term may be the last session of MAP at PCHS with the possible switch to the SAT Suite of Assessments.

Fine Arts Festival

Miss Hulstrom, Mrs. Goslin, and Miss Schlatweiler hosted the Annual Fine Arts Festival on Friday, May 5, 2017, at the high school. Students artwork from their respective classes were displayed in the Commons throughout the evening. In addition, the junior high and high school choruses and bands performed for families and community members. Numerous students were recognized for their fine arts accomplishments in the various areas.

Education in Excellence

Mrs. Alisa Stewart was recognized at the annual Excellence in Education Banquet hosted by the Regional Office of Education for her dedication to student improvement and willingness to implement new innovative ideas within science and assessment.

Mr. Tracy Reaska was also recognized as a district support personnel for his ongoing commitment to maintaining the facilities for better teaching and learning



ENROLLMENT

(as of 5/8/2017)

Freshmen – 64
Sophomores – 75
Juniors – 78
Seniors – 57
Total – 274



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

Putnam County Junior High School

Michael Olson, Principal
olsonm@pcschoools535.org

13183 N 350th Avenue
McNabb, IL 61335

Phone-815-882-2800 opt. 3

Fax-815-882-2299

Putnam County Junior High Board Report May 15, 2017

Enrollment:

6th Grade: 60(+/- 0)

7th Grade: 53(+/0)

8th Grade: 57 (+/0)

Total Enrollment: 170-(+/-0) Change from April

Student Activities

- *Scholastic Bowl* finished their season with a strong showing in the Regional.
- *Track* completed their regular season and we are sending 19 student-athletes to the state tournament May 12th & 13th. Our 8th Grade Boys won the Sectional and our 7th Grade Girls placed 3rd in Sectional.
- Literacy Night was held on May 9th. We had over 30 PCJH students participate in the night reading their poetry and sharing their literary works.
- Fine Arts Festival was on May 5th and we had a strong showing by our Band and Chorus, and had a great display from our Art students.
- Our Lifeskills class went to the Peoria Zoo for a field trip where they worked on public speaking and learning about animals.
- Mrs. Hannon took 8 authors from the PCJH Writer's Club to the Young Author's Celebration.

Science Fair

- Our 2 State Science Fair participants presented their projects at the State Fair.

After School Activities

- Kris Sienza has implemented a Social aspect to ASA where he shows social videos and discusses good character. The students have been focusing on setting goals and working toward them in both academics and social wellness.

Kindness Club

- Our Kindness Club is making an effort to have each one of our students make a nice comment toward another student each day.

Interact Club

- The club is collecting books for schools in Africa.

Excellence in Education

- Jennifer Dudek received the Excellence in Education Award from the ROE. Jennifer has worked extremely hard to ensure her curriculum is aligned to the National Standards. She challenges her students to explore Science topics and discover new ideas. Jennifer works hard to prepare her students for High School. She is well deserving of this award.

Students of the Month

- April 6th- Azael Vargas 7th-Katlun Coan 8th-Kelvin Davenport

Instructional Update

- Amazing Race
 - May, 9, 10, & 11 PCJH held our Amazing Race based on the Civil War. This interdisciplinary unit combines Social Studies, Language Arts, Science, Math, Art, Music, and Physical Education. This is a great way for our students to learn about the Civil War and have a fun and exciting culminating activity.

Extra Curricular Activity Award Ceremony

- On May 17th we are holding our Extra Curricular Award ceremony where we will recognize our students who are involved in extracurricular activities which shows we have great all around students at PCJH.

Academic Recognition Ceremony

- On May 18th we are holding our Academic Recognition Ceremony to honor the accomplishments of our students in the classroom.

Graduation

- Graduation is set for Thursday May 18th 6:00. This ceremony will honor the achievements of our 8th Grade students.

Student Pics



Amazing Race team forming a timeline for the Battle of Gettysburg.



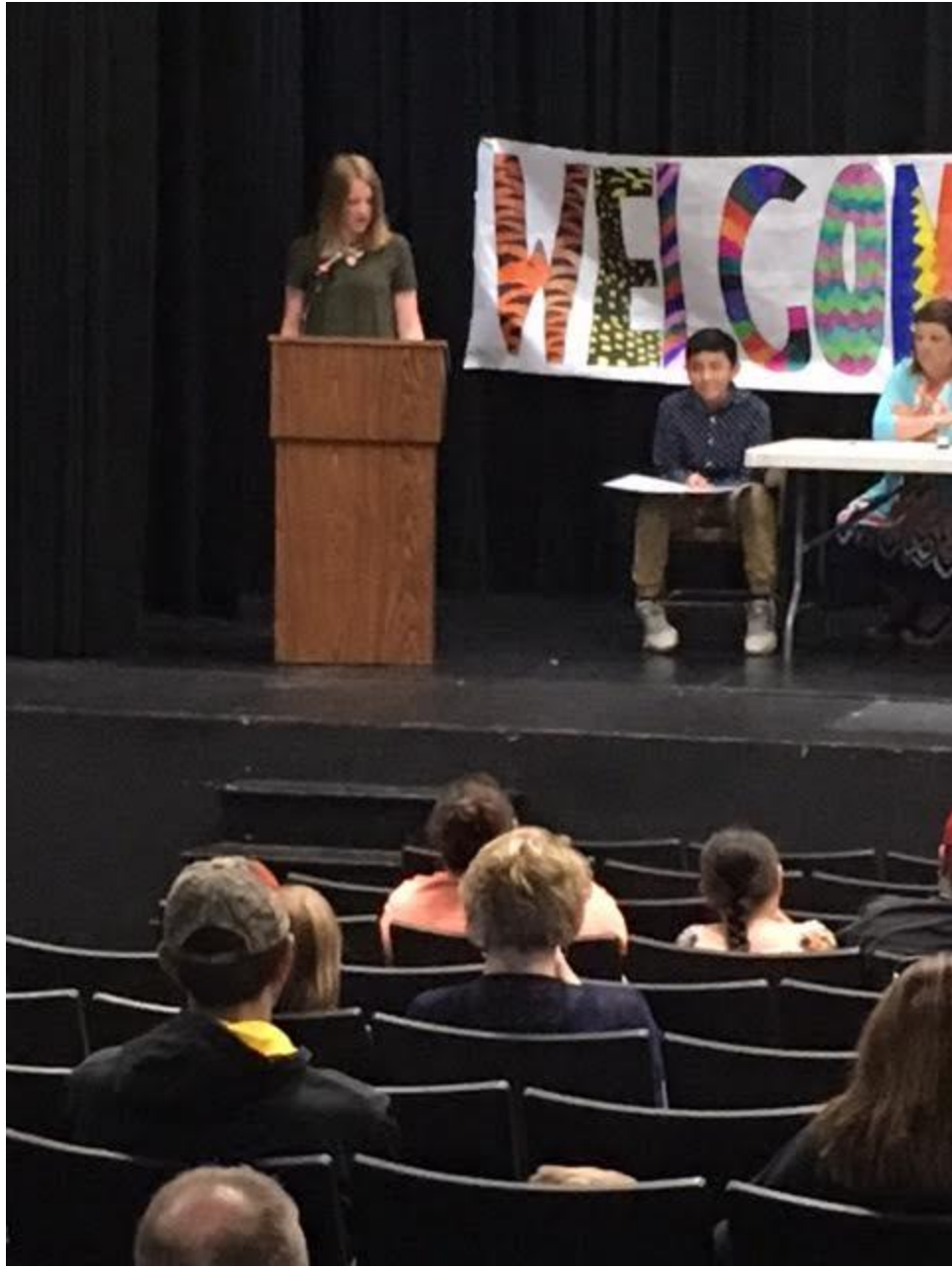
President Lincoln getting ready to deliver the Gettysburg Address



7th Grade Girls Track Team- 3rd place in Sectionals



8th Grade Track Team and Sectional Champions



Paige Terando reciting her poem at Literacy Night



Science Engineering Students create a container that drops an egg from a chair, ladder and roof.

Enrollment

3rd Grade = 52 students, with class sizes of 16, 17 and 19 students

4th Grade = 67 students, with class sizes of 22, 22, and 23 students

5th Grade = 59 students, with class sizes of 19, 20, and 20 students (+1)

Young Authors Celebrate at Grand Bear Lodge

Six students, two from each grade level, were chosen to be the recipients of the Young Authors award. Students completed writing assignments independently and were then submitted. Last year, PCES chose two 5th grade students for this honor, and since it was a success, we decided to expand this award to our 3rd and 4th grade students. The Illinois Reading Council who sponsors this event will allow up to six authors per building. To celebrate our Young Authors and their accomplishments, students and a guest were treated to a special lunch at school followed by each student reading aloud their written piece. Following their luncheon, the students and their guests attended the Young Authors presentation at Grand Bear Lodge where author, Kate Hannigan, conducted an interactive seminar. Students received a free signed copy of her book, *The Detective's Assistant*, and other goodies. We are so proud of our authors and look forward to participating in this event again next year. (See picture below)

5th Grade Shadow Day at PCJH

Thank you to Mr. Olson and his staff for allowing us to continue the tradition of our 5th grade students shadowing 6th grade students for a day. Many 5th grade students may experience anxiety or have fears when transferring to another school. By allowing our 5th grade students to shadow the 6th grade students for a full day, students can experience transitions to classrooms, opening locks on lockers and all the new experience 6th grade has in store. Thank you again to the junior high for your organization and allowing 5th grade students to visit.

Third Trimester Character Counts Assembly

PCES Character Counts organizer, Mrs. Peterson, arranged an outstanding assembly for our students to wrap up the school year. Jim "Basketball" Jones, motivational speaker, conducted an hour long assembly reinforcing good character with our students. His strong message held the attention of our students (and staff!) for over an hour. Basketball Jones called many students up to participate and help hit home his message. Big picture messages included respecting one another, building one another up instead of tearing down, and learn from failure. Thank you to the PCEF for funding this outstanding assembly. The message from the assembly continues to resound through the hallways.

In addition to the assembly, we conduct our annual drawing for one female and one male student who will be the lucky recipient of a brand new bike. Throughout the entire school year, students are rewarded with character counts slips for displaying good character. At the end of the year, all slips are poured in a large tote bin where the lucky winners names are drawn. This year was extra special since the tote holding hundreds of character counts slips was poured over my head! Needless to say,

students and staff had a good laugh. Congratulations to 4th grade student Alex Ribas, and 5th grade student Sarah Johnson for winning brand new bikes! (See picture below)

Excellence in Education Banquet

Congratulations to our PC recipients who were recognized at this year's annual Excellence in Education Banquet. PCES staff member who were recognized were outstanding educator, Mary Lucas, and retiree Lynn Pufahl. (See picture below)

4th Grade Trash to Treasure Expo

This year, our 4th grade class conducted their 16th annual Trash to Treasure Expo. For this project, students are required to use recycled items to create something useful for themselves or others. I am absolutely amazed at the creativity, time and effort our student devoted to their projects. During the expo, community members were welcome to attend and talk to students about their projects. We had an outstanding turnout as our gym was filled with visitors. A special thanks goes out to the 4th grade teachers, Mrs. Peterson, Mrs. Schultz, and Mrs. Ward, for your continuous work with our students!

Young Author Award Recipients



3rd Grade - Teaghan Sarver, Beckham Baker
4th Grade - Joshua Lunsford, Brooklyn Brester
5th Grade - Tucker Gualandi, Alex Myres
Monica Frund - 5th Grade Teacher, Courtney Balestri - Principal

Character Counts Assembly - Basketball Jones



Ava Hatton

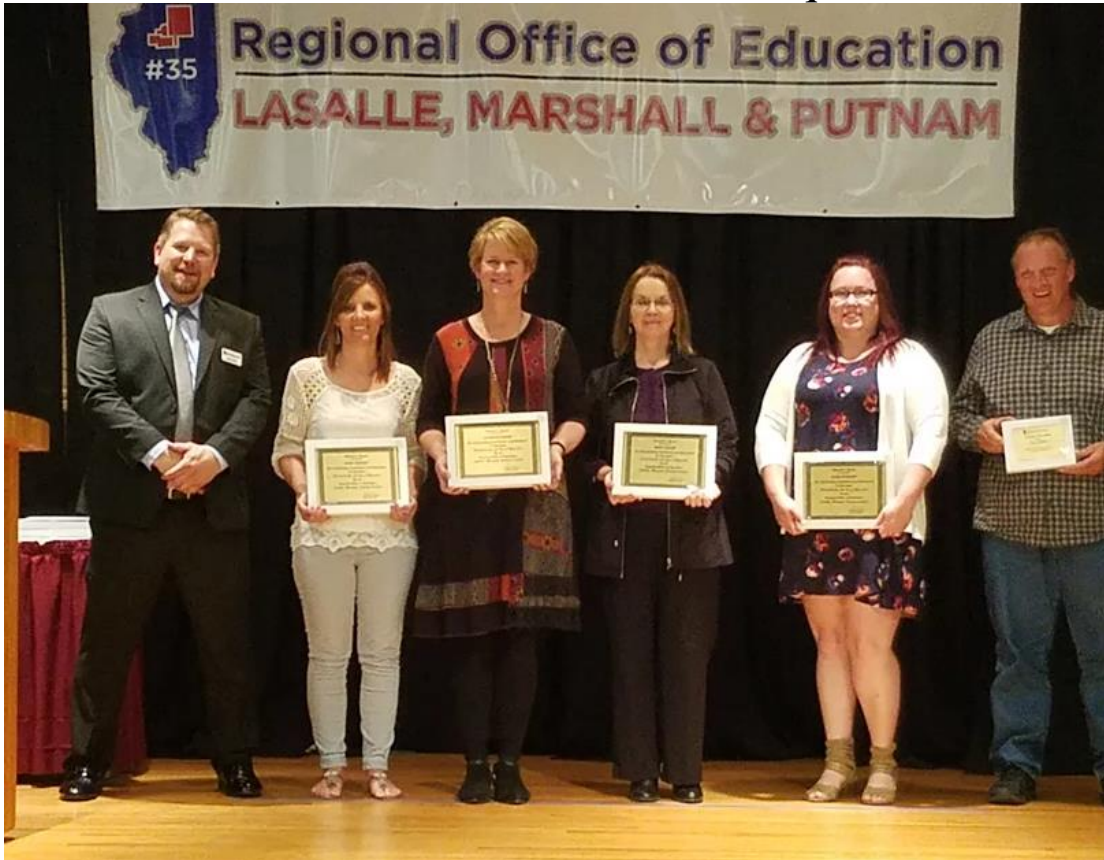


Orlando Harris



Ms. Straughn

Education in Excellence Banquet



May Board Report

PRINCIPAL: RONDA CROSS

PCPS Enrollment:

Prek - 80

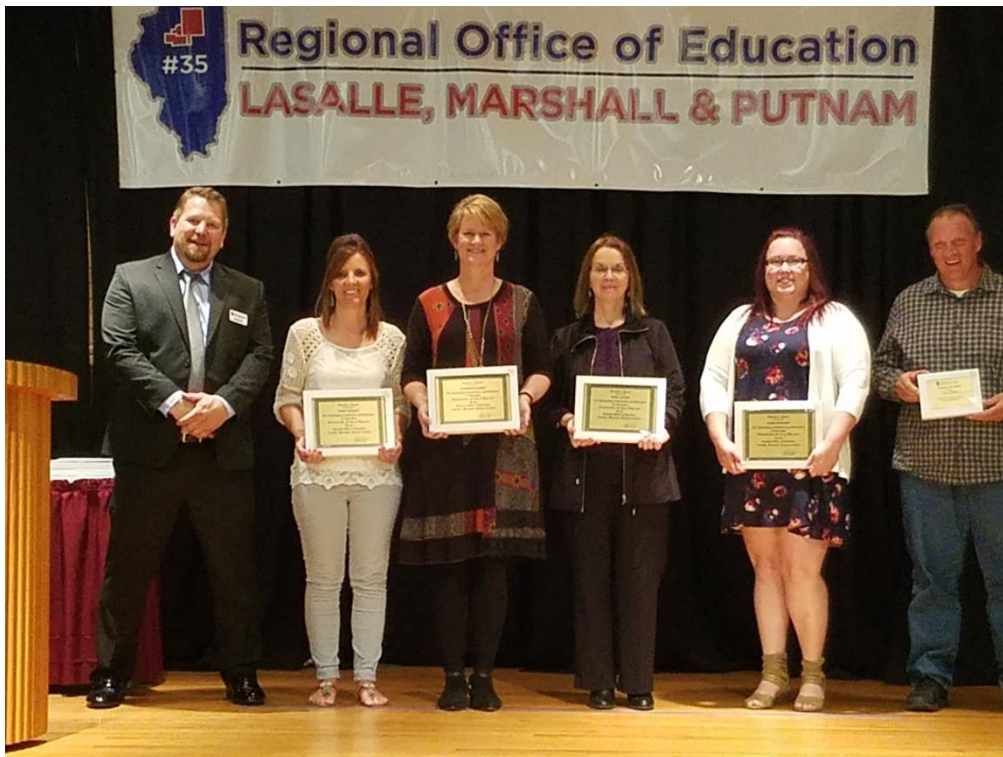
K - 59

1st- 45

2nd- 50

Honorees for Excellence in Education

On Thursday, May 4th the LMP Regional Office of Education recognized certified and non-certified staff members nominated by administration for their dedication to the district with the Educator Award and Support Staff Award. This year PCPS recognized Anne Downey for her outstanding teaching methodologies and behavior management strategies and perseverance. The administrative team also recognized Tracy Reaska for his ambition to complete necessary tasks and keep all of the buildings running at the best possible capacity during a district transition.



Left to right: Chris Dvorak, Regional Superintendent, Anne Downey, Jen Dudek, Mary Lucas, Alissa Stewart and Tracy Reaske

Young Author's Contest

On April 27th PCPS recognized 6 outstanding students for their excellent pieces of writing. Mrs. Bell coordinated efforts for PCPS again this year. She shared information about the requirements, special celebration event with teachers and facilitated the selection process. This year we added the 1st grade class so that a total of 3 students from each grade level represented PCPS at the celebration in Utica. The students and one parent were recognized here in the building with pizza, cookies and juice for lunch, which was followed by a reading of each child's book to their audience. The group then went to Grand Bear Lodge for a workshop from three different levels of authors. The K-2nd author, Barb Rosenstock, was

from Chicago, IL and she did a wonderful job engaging the students. Students also received a signed copy of "Noisy Paint Box". She did an amazing job and we look forward to participating again next year!

Front row: Kennedy Holocker, Sofia Borri

Back row: Aiden Robinson, Payton Olson, Brooklin Brown and Emerson Carlson



Front row: Kennedy Holocker, Sofia Borri

Back row: Aiden Robinson, Payton Olson, Brooklin Brown and Emerson Carlson

PC Book Bus

We are continuing progress toward piloting the PC Book Bus this summer. It will be on most Monday mornings of the summer. Mrs. Schorn is carefully planning the details and obtaining some of the materials needed for the venture. Some items needed are bins with lids for the books, used and new books and a sign for the side of the bus. We also have "celebrity guests" volunteering like: Mrs. Balestri, Mrs. Gilbert, Mrs. Alleman, Mr. Olson and Mrs. Cross. The administration checked with a few of our local businesses to see if they would like to partner with us on our PC Book Bus and as in usual fashion the answer was yes! Here is our list of donors to date...

Washington Mills: \$250

Anonymous: \$25

Student Handbook Revisions

This month the Elementary and Primary have been working together to do something great for our families. Our committee consists of teachers, a parent, a board member, secretaries, school nurse and administration. Changes for the Primary portions of the document include:

- Switching from quarters to semesters
- Wording improvements
- Altering other minor information

Title I Plan/School Improvement Planning

We have completed our school improvement surveys with all PC staff. This information will be utilized to complete the State's template for school improvement and the Title I process. As an administrative team we will complete this process prior to the completion and submission of the Title I/IIA grants. It has been a lot of work in a short amount of time, but we should be on track and have a useful document for ourselves moving forward with professional development planning.

K-2nd Science Adoption Complete

Over the course of this school year, this committee researched several series. We are confident that this committee has completed thorough research to support the National Geographic adoption, and will provide our students with a curriculum that is aligned to the New Illinois Learning Standards.

The committee has recommended the National Geographic series to the EPIC Council for adoption starting the 2017-2018 school year. The EPIC council approved the proposal and an order form has been submitted to the district office.

Proud Moments & Upcoming Events:

- 2nd grade visited Life Prairie Park May 11th (PCEF Sponsored)
- Kindergarten visited the Peoria Zoo (PCEF Sponsored)
- PreK screenings were conducted on Apr. 25 & 26th
- Week of May 8th - Universal Screening Conducted
- May 10th – Senior Walk!
- May 12th – Kindergarten's Mother's Day Tea
- May 16 – 2nd Grade Orientation at PCES
- May 24 – PreK Closing Program, 1st & 2nd Awards, Storyteller
- May 25 – 1st & 2nd Field Day, Awards, Kindergarten Promotion, K Awards

Students of the Week...

Student:	Pillar:	Teacher:
Mason Burash	Respect	Nominated by Mrs. Smith
Kade Zimmerlein	Responsible	Nominated by Mrs. Ladage
Bryant Harp	Caring	Nominated by Mrs. Alleman
Britney Trinidad	Caring	Nominated by Ms. Code

SENIOR WALK



This year's group was another outstanding example of what a group of young adults can do for smallest students. We wanted to thank them for their service to our little population by having a "Senior Walk" where the high school helpers marched up and down PCPS halls with their caps and gowns on high-fiving, fist-bumping and even hugging their favorite helpers to Pomp and Circumstance March. It was such a nice event!

High school helpers this year were: Jarod Williams, Owen Mallery, Joe Cyr, Jon Sabotta, Seth Carlson, Kazia Holmstrom, Rachel Maggio, Kaitlyn Edgcomb, Christian Harris, Grace Lamboley, Alexis Dauck, McKenna Downey, Mitch Aimone, Katie Cimei, Cassie Copeland, Tyera Powell, Cassie Yates

Transportation Report

May 15, 2017

I conducted our monthly administrative team meeting on Wednesday, May 10, 2017. Irene Parola was in attendance.

- We, as an administrative team, again discussed end of the year items such as field trips, spring activities, shadow days, etc. We want to make sure to maintain clear communication so that no surprise routes or requests pop up out of the ordinary.
- The recent flooding we experienced did not greatly interrupt bus services. I wanted to thank the bus company for being proactive in speaking with the road commissioners in the county to get updates as needed.
- Irene presented me with a price breakdown for the possibility of the district moving forward with an additional one year extension on the current contract. I am awaiting our final numbers for billing in May. The reason for waiting is to see how much having a second mini bus leased helped our bottom line overall. It was about a year ago when a projected cost savings was introduced validating the second mini bus. Those projections did not include spring sports. However, we have utilized a mini bus for several events that should ultimately lower overall extracurricular routes.
- Again, I will be crunching numbers and analyzing usage trends along with the proposed rates on the “potential” additional one year extension. I should have these numbers available soon. We do have time to review this thoroughly prior to any final decision being made.
- I will continue to keep the board members updated as we move forward.

State Funding Update 5/15/17

The state still owes in the following categories

Special Education	\$215,866.32
Transportation	\$267,153.63
Early Childhood	\$ 92,200.00
Illinois Free Lunch	\$ 752.06
Agriculture Grant	\$ 2,393.00
<u>Summer School</u>	<u>\$ 853.15</u>
	\$579,218.16

- We did receive some initial payments....not sure if anymore will be coming anytime soon.
- V.O.I.C.E. is also compiling these same totals for all the schools and districts in ROE 35. Local school districts have been sharing these delayed or missing MCAT payments for the past several months at their school board meetings.
- There still remains talk of making sure schools receive their mandated categorical payments.
- Over 419 superintendents (me included) have joined a communication movement to bring more attention to the negative impact of not having a state budget. This represents over 1.2 million students in these districts.
- We will continue to monitor this situation.



Putnam County Community Unit School District #535
Carl Carlson, Superintendent
400 E. Silverspoon Avenue
Granville, IL 61326
Phone 815/882-2800, option 5
Fax 815/882-2802

Date: 5/9/2017

The CD bid in the amount of \$723,212.98 with a term of 12 months has been awarded to: North Central Bank.

The following summarizes each bank's submitted CD APY:

First State Bank 0.47

Granville National Bank 0.15

North Central Bank 0.55

Signature: Carl B. Carlson

The response was:

The recipient server did not accept our requests to connect. Learn more at <https://support.google.com/mail/answer/7720> [putnam.k12.il.us. 192.119.246.210: timed out]

Final-Recipient: rfc822; carlsonc@putnam.k12.il.us

Action: delayed

Status: 4.4.1

Diagnostic-Code: smtp; The recipient server did not accept our requests to connect. Learn more at <https://support.google.com/mail/answer/7720>

[putnam.k12.il.us. 192.119.246.210: timed out]

Last-Attempt-Date: Wed, 26 Apr 2017 17:15:28 -0700 (PDT)

Will-Retry-Until: Fri, 28 Apr 2017 16:15:37 -0700 (PDT)

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

From: Bart Whitney <whitneyfarm1@gmail.com>

To: Carl Carlson <carlsonc@putnam.k12.il.us>

Cc:

Bcc:

Date: Tue, 25 Apr 2017 18:15:34 -0500

Subject: FOIA request

Hello Carl,

I would like to request a copy of the written document that was submitted to the board of education that Ms. Janice Hoffman presented at the Monday April 24, 2017 school board meeting in regards to one of the new school board members elected. I am requesting this under the freedom of information act. If you need more clarity let me know and I will provide. I understand you have 10 business day to provide. Thanks.

Sent from my iPhone

Bart Whitney

(815) 712-1346 (m)

(815) 882-2161 (o)

whitneyfarm1@gmail.com

--
Carl B. Carlson

Superintendent

Putnam County CUSD #535

400 E. Silverspoon Avenue

Granville, IL 61326

Phone: 815-882-2800 x 5

Fax: 815-882-2802

Cell: 217-917-2257

Email: carlsonc@pcschools535.org

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

From: Bart Whitney <whitneyfarm1@gmail.com>

To: Carl Carlson <carlsonc@putnam.k12.il.us>

Cc:

Bcc:

Date: Tue, 25 Apr 2017 18:15:34 -0500



Lamboley, Ann <lamboleya@pcschoo535.org>

Fwd: Janice Hoffman Letter

2 messages

Carlson, Carl <carlsonc@pcschoo535.org>
To: Ann Lamboley <lamboleya@pcschoo535.org>

Tue, May 9, 2017 at 8:43 AM

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

From: **Bart Whitney** <whitneyfarm1@gmail.com>
Date: Tue, May 9, 2017 at 8:31 AM
Subject: Janice Hoffman Letter
To: Carl Carlson <carlsonc@pcschoo535.org>
Cc: Bart Whitney <whitneyfarm1@gmail.com>

Hello Carl:

I just wanted to make sure you received my FOIA request on the Janice Hoffman prepared statement to the BOE? If you did not, I can re-submit. Thanks. Bart

--
Carl B. Carlson
Superintendent
Putnam County CUSD #535
400 E. Silverspoon Avenue
Granville, IL 61326
Phone: 815-882-2800 x 5
Fax: 815-882-2802
Cell: 217-917-2257
Email: carlsonc@pcschoo535.org

Carlson, Carl <carlsonc@pcschoo535.org>
To: Bart Whitney <whitneyfarm1@gmail.com>
Cc: Ann Lamboley <lamboleya@pcschoo535.org>

Tue, May 9, 2017 at 8:48 AM

Bart,

My apologies on the delay in getting this to you. I have also CC: Ann Lamboley, our school board secretary, so she can have this information placed in our FOIA file.

The document is attached.

Carl

[Quoted text hidden]

 Board presentation 4-24-17 (1).docx
13K

As Co-President of the Putnam County Education Association, I want to say congratulations to all those who were re-elected to serve on the Putnam County School Board. I also want to congratulate Owen on his election to the Board. I commend him for wanting to further his leadership, in Putnam County, beyond his year-long term as student liaison.

However, many of the staff members of Putnam County School District have voiced concerns about his service to the Putnam County Communities as a member of the Board. We think it is a conflict of interest for him to serve while he is still a student at Putnam County School. We all know that there are delicate issues being discussed regarding students and staff and we do not think it is appropriate for him to be involved in these discussions while still attending high school.

We are also very concerned about his statement regarding using Skype to attend Board meetings when he cannot be here in person due to his college commitment. This is a huge concern! How can we be sure that Skype will afford the same level of confidentiality and privacy as a face-to-face Executive Session.

Thank you for allowing me to voice these concerns on behalf of myself and many staff **members**. And this is not personal.



Illinois Retired Teachers Association

Investing in the future of retired educators.

DATE: May 8, 2017
TO: School System Personnel Office/FOIA Officer
FROM: James Bachman, IRTA Executive Director
RE: FREEDOM OF INFORMATION REQUEST FOR RECORDS

Please honor the following FOIA request for records:

- names and district email addresses of your retiring Illinois educators for the current school year.
- your complete list of email addresses for all district/organizational employees

Please send the records electronically to ILretirees@gmail.com.

Illinois Retired Teachers Association is a not-for-profit, non-partisan organization of



Lambole, Ann <lamboleya@pcschoo535.org>

FOIA request

2 messages

Lambole, Ann <lamboleya@pcschoo535.org>
To: ilretirees@gmail.com

Wed, May 10, 2017 at 2:13 PM

Please see attached documents fulfilling your FOIA request dated 5/8/2017.

Thank you.

[UserData-pcschoo535.org-20170510.csv](#)

Ann Lambole
Administrative Secretary
Putnam County CUSD #535
400 E. Silverspoon Ave.
Granville, IL 61326
815-882-2800 x 5

Retirees 1617.docx
12K

Lambole, Ann <lamboleya@pcschoo535.org>
To: ilretirees@gmail.com

Wed, May 10, 2017 at 2:16 PM

Please see attached documents fulfilling your FOIA request dated May 8, 2017.

Thank you.

[UserData-pcschoo535.org-20170510.csv](#)

Ann Lambole
Administrative Secretary
Putnam County CUSD #535
400 E. Silverspoon Ave.
Granville, IL 61326
815-882-2800 x 5

Retirees 1617.docx
12K

Please distribute to Board members and appropriate staff

ISSUE 94, March 2017

Update Memo

PRESS

Policy Reference Education Subscription Service

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Next Issue: Second half of 2017 Five-year Reviews

Please follow these three easy steps to log in to **PRESS**:

1. Go to www.iasb.com and click on **MY ACCOUNT**.
2. Log in using your email address and password:
 - If you do not know your password, or do not have a password, do not create a new account; use the **forgot password** link.
 - If you are still having difficulty logging in, please contact your district's superintendent or administrative assistant to make sure you are listed as an authorized user on the district roster.
 - If you continue to have difficulty, please contact Linda Cala at lcala@iasb.com.
3. Under **My Account Links**, click on **PRESS Login**.

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226, or Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219.

Instructions

You are encouraged to share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online** — Committee Worksheets and the updated Policy Reference Manual (PRM) 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 **PRM** pages contain all of the material in this **PRESS** issue; you can use them to update your district manuals. See the description in **Bundles Back by Popular Demand!** (for topic descriptions) for a new, alternate way of reviewing this issue by major categories of revision.

Bundles Back by Popular Demand!

We tried this **Bundles** format in **PRESS** Issue 93 to make the information regarding necessary updates to the IASB **PRM** more manageable for our subscribers. Due to its popularity, we will continue it with **PRESS** Issue 94. Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, including changes for other reasons, e.g., **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc. are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 6.

Please spend time reviewing the online Committee Worksheets, available behind the **PRESS** Login under a link titled: **PRESS Committee Worksheets**. They provide comment boxes further describing some of the changes, detailed explanations in the footnotes, and other added explanations by the **PRESS** Editors.

State Legislative Updates

The Illinois General Assembly returned for its *lame duck* session on Monday, Jan. 9 and Tuesday, Jan. 10. We have two pieces of State legislation to address in this **PRESS** issue. The first is left over from the fall of 2016; it is P.A. 99-503



amending the Personal Information Protection Act. The second is P.A. 99-927, eff. 6-1-17, amending the School Code provision on health examinations and immunizations.

The following **PRESS** materials are updated in response to these pieces of legislation:

- 4:15, Identity Protection
- 4:15-AP, Protecting the Privacy of Social Security Numbers
- 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Federal Regulatory Updates

The Healthy, Hunger-Free Kids Act (HHFKA) (Public Law 111-296; December 13, 2010), required the United States Department of Agriculture (USDA) to examine and report on current *meal charge* and *alternate meal* policies and practices of State agencies and local boards of education. HHFKA also required USDA to report to Congress on the feasibility of establishing national standards for meal charge policies and, if applicable, make recommendations for implementation.

To complete the report to Congress, USDA's Food and Nutrition Service (FNS) completed a study and issued a Request for Information (RFI) entitled **Unpaid Meal Charges**. The results of the study and the 462 comment submissions received during the RFI open comment period contributed to the issuance of a memo entitled **Unpaid Meal Charges: Local Meal Charge Policies** at: www.fns.usda.gov/sites/default/files/cn/SP46-2016os.pdf. The memo addresses the need for school food authorities participating in the FNS' National School Lunch Program and School Breakfast Program to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals.

The following **PRESS** materials are updated in response to this memo:

- 4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications **NEW**
- 7:190-E2, Student Handbook Checklist

Uniform Grant Guidance / Grant Accountability Transparency Act

The Grant Accountability Transparency Act (GATA, 30 ILCS 708/), enacted 7-16-14, is "intended to increase the accountability and transparency in the use of grant funds, from whatever source, and to reduce administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to such grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) codified at 2 CFR 200." 30 ILCS 708/5(b).

PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedures manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work and staff work.

Policy — The board develops policy with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policy, often after more than one consideration.

After adoption by the board, each policy should have an adoption date.

Administrative Procedures — Administrative procedures are developed by the Superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the Board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.

Exhibits — Both Board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

Board exhibits, always labeled with an "E" only, are those that provide guidance for board work and should be dated for implementation by the board.

Administrative procedures exhibits, always labeled with the "AP, E" format, do not require formal board adoption.

School districts, as non-federal entities that receive federal grants, are required to have documented federal procurement procedures and written standards of conduct that comply with government-wide Uniform Grant Guidance (UGG) regulations at 2 C.F.R. §§200.318-200.326. **NEW** 4:60-AP4, *Federal Award Procurement Procedures*, contains these regulatory federal procurement standards, while **NEW** 4:60-AP4, E1, *Internal Procedures for Procurement Transactions*, outlines in general terms the procurement procedures which school districts may use to ensure compliance with UGG regulations. Various **PRESS** materials in Sections 2, 4,

and 5 have been updated to comply with the requirement for written standards of conduct.

The following **PRESS** materials are updated in response to UGG regulations and GATA:

- 2:100, Board Member Conflict of Interest
- 4:60-AP4, Federal Award Procurement Procedures **NEW**
- 4:60-AP4, E1, Internal Procedures for Procurement Transactions **NEW**
- 5:120, Employee Ethics; and Conduct; and Conflict of Interest **RENAMED**

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures.

The following **PRESS** materials are updated in response to five-year reviews:

- 3:70, Succession of Authority
- 4:180, Pandemic Preparedness
- 4:180-AP1, School Action Steps for Pandemic Influenza
- 4:180-AP2, Pandemic Influenza Surveillance and Reporting
- 5:70, Religious Holidays
- 5:80, Court Duty
- 5:110, Recognition for Service
- 5:130-AP, Email Retention

- 5:140, Solicitations By or From Staff
- 5:210, Resignations
- 5:220-E, Unsatisfactory Performance Report for Substitute Teachers
- 5:230, Maintaining Student Discipline
- 5:270-E, Notice of Employment
- 5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5:300, Schedules and Employment Year
- 5:320, Evaluation
- 6:70, Teaching About Religions
- 6:70-AP, Teaching About Religions
- 6:185, Remote Educational Program

Progress Report

The contents of this report frequently change.

Sanctuary Status Issues | Immigration Enforcement

In response to the Trump administration's recent executive orders on the topic, many municipalities in Illinois are passing resolutions stating that they are sanctuary cities and inviting school boards to join them.

The law already limits school district involvement in immigration matters, and these limits are incorporated in **PRESS** materials (see list of "Relevant **PRESS** Material," in Our Response).

In regard to employees:

1. The Illinois Human Rights Act requires school districts to provide equal employment opportunities to all persons regardless of their citizenship status.
2. The Immigration Reform and Control Act of 1986 requires employers to verify that employees are either U.S. citizens or authorized to work in the U.S.
3. If an individual applies for employment but is not a U.S. citizen or authorized to work in the U.S., there is no requirement for schools to report them to immigration authorities.

In regard to students, ISBE regulations, which are based on a U.S. Supreme Court case, prohibit schools from:

1. Denying access to students who lack documentation of their immigration status or legal presence in the U.S.
2. Inquiring about the immigration status of a student.
3. Requiring documents as proof of residency for a student that, when taken together, result in a requirement for proof of legal presence, such as a Social Security number.

Based on this, schools cannot report undocumented students to immigration authorities, as this would effectively deny students access to school.

Our Response: If a board is considering adopting a resolution or taking a public stance as to its *sanctuary* status, they should consult with their board attorney.

Relevant **PRESS** Materials:

Employees

5:10, *Equal Employment Opportunity and Minority Recruitment*

5:30, *Hiring Process and Criteria*

Students

7:10, *Equal Educational Opportunities*

7:50, *School Admissions and Student Transfers To and From Non-District Schools*

7:340-AP1, *School Student Records*

Transgender Student Supports and Inclusion

On February 22, 2017, President Trump's administration issued a *Dear Colleague Letter* rescinding the Dept. of Justice/Dept. of Education's Policy Guidance issued by the Obama administration in the spring of 2016 concerning transgender students. See www.justice.gov/opa/press-release/file/941551/download.

On March 6, 2017, the U.S. Supreme Court vacated the 4th Circuit Court of Appeal's decision in Gloucester County Sch. Bd. v. G.G. and remanded the case to the 4th Circuit for further consideration in light of the Trump administration's rescission.

Our Response: We will continue to monitor this issue. Because Illinois laws provide similar protections to the guidance that the Trump administration rescinded, we do not anticipate many changes to **PRESS** materials addressing this issue.

Lead Testing in Water

P.A. 99-922, eff. 1-17-17, requires that each source of potable water in school buildings constructed on or before January 1, 2000, which may be occupied by more than 10 children in grades pre-K through 5, be tested for lead. Testing for buildings constructed prior to January 1, 1987 must be conducted by December 31, 2017. Testing for buildings constructed between January 2, 1987 and January 1, 2000 must be conducted by December 31, 2018.

Within 90 days of the effective date, the Illinois Department of Public Health (IDPH) is to post on its website guidance on mitigation actions for lead in drinking water and ongoing water management practices. At the time of this publication, such guidance is still pending. The IDPH has posted a **Sample Protocol for Drinking Water in Schools** and copies of various memos issued regarding this issue, including a memo regarding requesting a school water testing waiver, at: www.dph.illinois.gov/topics-services/environmental-health-protection/lead-in-water.

Our Response: We will respond after the IDPH publishes guidance on mitigation actions and ongoing water management practices in schools, due by mid-April, with likely updates to policy 4:170, *Safety*, and its corresponding materials.

Educator Licensure

P.A. 99-920 / SB 2912, eff. 1-6-17, amends Article 21B of the School Code to help curb the current substitute teacher shortage and streamline license reciprocity for educators trained outside of Illinois. It creates a one year, nonrenewable provisional in-state educator endorsement on an Educator License with Stipulations. See ISBE **FAQs for Senate Bill 2912** at: www.isbe.net/Documents/PUBLICQuestions%20and%20Answers%20for%20SB%202912%20Updated.pdf.

Our Response: We will monitor the current rulemaking efforts and will provide necessary updates to **PRESS** materials, with likely updates to policy 5:190, *Teacher Qualifications*, and its corresponding materials.

Progress Report – *continued.*

Postsecondary and Workforce Readiness Act

P.A. 99-674 – Postsecondary and Workforce Readiness Act, eff. 7-29-16. This law requires the State to adopt and publicize model postsecondary and career expectations for students in grades 8-12 that specify knowledge that students should have by the end of each grade level. It requires the model expectations to address certain areas listed in the law. It also creates a high school graduation pilot program.

Our Response: We will respond after these agencies publicize a model expectations plan and the pilot programs are completed, with likely updates to policy 6:40, *Curriculum Development*; 6:300, *Graduation Requirements*; and their corresponding materials.

Fair Labor Standards Act (FLSA) Rules

A federal judge in the U.S. District Court of the Eastern District of Texas has blocked the Department of Labor's (DOL's) new federal overtime rule, which would have increased the standard salary level (from \$455 to \$913 per week) and highly compensated employees total annual compensation requirement (from \$100,000 to \$134,004 per year). Future automatic updates to those thresholds were to occur every three years, beginning on 1-1-20.

President Trump's administration has also filed an extension with the 5th Circuit Court of Appeals, which will further delay implementation of the rule and consideration of the Obama Administration's appeal of the federal judge's injunction (blocking) of these rules.

Our Response: No **PRESS** materials are directly affected by this rule. Many attorneys recommend reviewing salaries for exempt and non-exempt employees now. Consult your board attorney about this issue. Other helpful information is available at: www.dol.gov/WHDOvertime/final2016/.

Education of Children with Disabilities

On December 16, 2016, the Office for Civil Rights issued a Dear Colleague Letter (DCL), **Preventing Racial Discrimination in Special Education**, reminding schools of their obligation not to discriminate on the basis of race, color, or national origin in the administration of special education or related aids and services. The DCL also addresses the interplay of Title VI obligations with the requirements of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Act.

On December 19, 2016, amended final regulations for 34 C.F.R. Part 300 were published. Their goal is to promote equity by: establishing a standard methodology states must use to determine whether significant disproportionality based on race and ethnicity is occurring; clarifying that states must address significant disproportionality in the incidence, duration, and type of disciplinary actions using the same statutory remedies required to address significant disproportionality in the identification and placement of children with disabilities; clarifying requirements for the review and revision of policies, practices, and procedures when significant disproportionality is found; and requiring school districts to identify and address factors contributing to significant disproportionality as part of comprehensive coordinated early intervening services and allow these services for children age 3-12, with and without disabilities.

Our Response: No **PRESS** materials are directly affected by the DCL or the amended regulations. Consult your board attorney about this issue.

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	☑
2:100, Board Member Conflict of Interest	The policy, Legal References, Cross References, and footnotes are updated in response to the federal regulations requiring written standards of conduct covering conflicts of interest and governing the actions of those engaged in the selection, award, and administration of contracts in compliance with 2 C.F.R. §200.318.	☐
3:70, Succession of Authority	The policy and footnotes are updated. New text states that superintendents may submit the succession plan versus the board <i>approving</i> it. This change provides the board an opportunity for the superintendent to manage the district and provide leadership for the staff while allowing the board to monitor this policy and stay informed. The former text regarding approval of the succession plan was moved to the footnotes as an option.	☐
4:15, Identity Protection	<p>The policy, Legal References, and footnotes are updated in response to the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 99-503. Policy text on compliance measures required under the law was updated specific to new notification requirements if breaches of security were to occur:</p> <ol style="list-style-type: none"> 1. Disclosing a breach of security involving <i>personal information</i> when a user name or email address in combination with a password or security question and answer, and 2. Notifying the Illinois Attorney General under certain circumstances. <p>Footnotes are updated in response to P.A. 99-503 along with continuous improvement recommendations from the members of the PRESS Advisory Board.</p>	☐
4:15-AP, Protecting the Privacy of Social Security Numbers	The procedure is updated for the reasons discussed in 4:15, <i>Identity Protection</i> above. An introductory paragraph discusses the challenges and limited exceptions when a school district may need to ask students or their parents/guardians to provide social security numbers.	☐
4:60-AP4, Federal Award Procurement Procedures	NEW. The procedure sets forth federal procurement standards, which school districts must comply with per Uniform Grant Guidance (UGG) regulations at 2 C.F.R. §§200.318-200.326.	☐
4:60-AP4, E1, Internal Procedures for Procurement Transactions	NEW. The exhibit outlines in general terms procurement procedures, which school districts may use to ensure compliance with UGG regulations at 2 C.F.R. §§200.318-200.326.	☐
4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications	<p>NEW. The exhibit's purpose is to remind administrators that the United States Department of Agriculture (USDA) requires school food authorities participating in the FNS' National School Lunch Program and School Breakfast Program to institute and clearly communicate a <i>meal charge policy</i>, which would include, if applicable, the availability of alternate meals. This was publicized recently in a March 2017 Illinois State Board of Education (ISBE) <i>Superintendent's Newsletter</i> in a section entitled Unpaid Meal Charge: Local Meal Charges Policies – Due by July 1, 2017.</p> <p>This requirement does not require a formally-adopted policy by the school board, but rather a meal charge process, method, or procedure on how meal charges are managed in the districts. Students, parents/guardians, and district staff must all be informed of the meal charge process.</p> <p>Districts will likely want to replace the text in this exhibit with their own meal charge methods if they do not already publicize them.</p>	☐
4:180, Pandemic Preparedness	The policy and footnotes are updated. Minor corrections are made to the policy for continuous improvement. A purpose statement for the policy is added to the footnotes to help boards process their role and a superintendent's role in pandemic preparedness. Other minor edits and updates are made within the footnotes.	☐
4:180-AP1, School Action Steps for Pandemic Influenza	The procedure is updated with minor corrections for style and to update outdated web links.	☐

Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
4:180-AP2, Pandemic Influenza Surveillance and Reporting	The procedure is updated with minor corrections for style and to update outdated web links.	<input type="checkbox"/>
5:70, Religious Holidays	The policy and footnotes are updated. The policy update is a minor style change. Footnotes reflect clarifications in the collective bargaining agreement instructions.	<input type="checkbox"/>
5:80, Court Duty	The policy and footnotes are updated. The policy update is a minor style change. Footnotes reflect clarifications in the collective bargaining agreement instructions.	<input type="checkbox"/>
5:110, Recognition for Service	The policy is unchanged. Footnotes are updated to change certificate to <u>license</u> .	<input type="checkbox"/>
5:120, <u>Employee Ethics; and Conduct; and Conflict of Interest</u>	RENAMED. The policy, Legal References, Cross References, and footnotes are updated in response to the federal regulations requiring written standards of conduct covering conflicts of interest and governing the actions of school district employees engaged in the selection, award, and administration of contracts in compliance with 2 C.F.R. §200.318. New subheads Professional and Appropriate Conduct , Statement of Economic Interests , and Outside Employment are added to assist the reader with clarity. The Prohibited Interest; Limitation of Authority; and Outside Employment subhead is renamed Prohibited Interests; <u>Conflict of Interest; and Limitation of Authority</u> .	<input type="checkbox"/>
5:130-AP, Email Retention	The procedure and footnotes are updated. A sentence is added: <u>For help with these responsibilities, please contact the District’s FOIA Officer.</u> Other minor quality assurance edits are made throughout.	<input type="checkbox"/>
5:140, Solicitations By or From Staff	The policy is unchanged. Footnotes reflect clarifications in the collective bargaining agreement instructions.	<input type="checkbox"/>
5:210, Resignations	The policy is unchanged. Minor continuous improvement updates are made to the Legal References and footnotes.	<input type="checkbox"/>
5:220-E, Unsatisfactory Performance Report for Substitute Teachers	The procedure is updated to indicate that the form should be signed by the individual making the report, not the Building Principal.	<input type="checkbox"/>
5:230, Maintaining Student Discipline	The policy is updated in paragraph 1 to clarify that all teachers, certificated employees, and related service providers should follow “School Board policies and administrative procedures on student conduct, <u>behavior</u> , and discipline.” Paragraph 2 is updated to indicate that a “teacher should first discuss student behavior with the student <u>if appropriate</u> .” A new footnote is added regarding school officials’ discretion to determine <i>appropriateness</i> . Footnotes reflect clarifications in the collective bargaining agreement instructions.	<input type="checkbox"/>
5:270-E, Notice of Employment	The procedure is updated to delete the full-time and part-time check boxes and replace them with space to note <u>hours per day</u> and <u>days per week</u> of employment. A reference to weekly salary is deleted.	<input type="checkbox"/>
5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	The policy, Legal References, and footnotes are updated.	<input type="checkbox"/>
5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	The procedure and footnotes are updated.	<input type="checkbox"/>
5:300, Schedules and Employment Year	The policy, Legal References, and footnotes are updated. Footnotes reflect clarifications in the collective bargaining agreement instructions.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
5:320, Evaluation	The policy is unchanged. Footnotes reflect clarifications in the collective bargaining agreement instructions.	<input type="checkbox"/>
6:70, Teaching About Religions	The policy is updated to clarify that “neither preferential nor derogatory treatment shall be given to any single <u>religion</u> , religious belief, or to religion in general.” The footnotes and Legal References are updated.	<input type="checkbox"/>
6:70-AP, Teaching About Religions	The procedure is updated.	<input type="checkbox"/>
6:185, Remote Educational Program	The policy is unchanged. Footnotes are updated for continuous improvement, to provide clarity, and to clarify collective bargaining agreement instructions.	<input type="checkbox"/>
7:100, Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students	The policy and footnotes are updated in response to P.A. 99-927, eff. 6-1-17, amending 105 ILCS 5/27-8.1 to require that health examinations contain an age-appropriate developmental screening and age-appropriate social and emotional screening. New footnote 9 sets forth optional language regarding additional services that school districts may offer related to such screenings.	<input type="checkbox"/>
7:190-E2, Student Handbook Checklist	The procedure is updated for continuous improvement purposes and to include 4:130-E, <i>Free and Reduced-Price Food Services; Meal Charge Notifications</i> , for the reasons discussed in that numbered exhibit and the general Federal Regulatory Updates bundle, above.	<input type="checkbox"/>



The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.



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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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IASB Staff Members, especially Policy Consultants and Field Services Directors

Special Acknowledgement to IASB Administrative Assistants

The following individuals provide us with excellent assistance between and during the drafting of each **PRESS** issue. We also thank them and appreciate their dedication and contributions to the quality of this service.

Christine Crilly, Policy Services, preparation, formatting, quality assurance, editor

Bridget Trojan, Office of General Counsel, State and federal regulations monitor, editor

RESPONSE FORM

PRESS PLUS ISSUE 94, March 2017

Return to The Illinois Association of School Boards, Attn: Angie Powell, Policy Consultant
 Email: pressplus@iasb.com or Fax: 217-528-2831

District Name: _____

Date of Adoption*: _____

*If date of adoption is different for any of the policies listed below, please note.

Please read carefully and mark one column in each row. Policies not marked in any column will be held for future response.

Policy Code	Policy Title	Adopted as presented by IASB	Adopted with additional district edits (enclosed)	Not Adopted	Held for Future Response
2:100	Board Member Conflict of Interest				
3:70	Succession of Authority				
	<i>Option:</i> Would the Board like to approve the succession plan? YES <input type="checkbox"/> NO <input type="checkbox"/>				
4:15	Identity Protection				
4:130-E	Free and Reduced-Price Food Services; Meal Charge Notifications				
5:120	<u>Employee Ethics; and Conduct; and Conflict of Interest</u>				
5:230	Maintaining Student Discipline				
5:285	Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers				
5:300	Schedules and Employment Year				
6:70	Teaching About Religions				
7:100	Health, Eye, and Dental Examinations; Immunization; and Exclusion of Students				
	<i>Option:</i> Include optional additional services? (Choose <i>one</i> box). NO <input type="checkbox"/> YES, include Option 1 <input type="checkbox"/> YES, include Option 2 <input type="checkbox"/> YES, include both Options <input type="checkbox"/>				

5-Year Review Policies

To further our commitment to continuous improvement, we review each policy that was not updated during the previous five years. Following is the list of IASB sample policies that do not have changes requiring Board action after their five-year review. Because they were not changed, copies have not been provided in your PRESS Plus packet. This list has not been customized for individual districts. If any of the policies listed below are not currently included in the district's Board policy manual, consider adding them if applicable.

This process keeps our material aligned with good governance principles and keeps the legal references current. Moreover, this process provides an occasion for school board members to review their policies to ensure that the policy language remains an accurate reflection of the district's beliefs and values.

Policy Code	Policy Title	Reviewed, Change Date	Policy Edited by District (Enclose Edits)	Policy Not Reviewed
4:180	Pandemic Preparedness			
5:70	Religious Holidays			
5:80	Court Duty			
5:110	Recognition for Service			
5:140	Solicitations By or From Staff			
5:210	Resignations			

5:320	Evaluation			
6:185	Remote Educational Program			

Other District Materials Enclosed	Yes	No
Changes to other district policies (show edits)		
Newly adopted district policies* (Microsoft Word copy sent via e-mail is required)		
New Collective Bargaining Agreement(s) (Electronic copy preferred)		

***Please note:** While we are happy to add to your policy manual any unique district policies provided by your district from whatever source, we are not able to provide suggested updates to those policies. Your district will be responsible for forwarding any necessary updates along with your response to PRESS Plus Issues. Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Documents Coded “AP” or “E” – These are Administrative Procedures and Exhibits developed to implement board policy and should not be adopted by the board and included in the policy manual. Exceptions are those coded “E” that provide guidance to the board itself, such as those listed in the Response Form above; these should be dated for implementation by the Board.

CONTACT PERSON: _____

PHONE NUMBER: _____ EMAIL: _____

After the Board has taken action on the suggested policy changes, administrators should consult the Update Memo for suggested changes to administrative procedures and exhibits. These are accessible via PRESS Online.

DRAFT UPDATE

Putnam County Community Unit School District 535

3:70

General School Administration

Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and ~~submitted to approved by~~ the School Board.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

ADOPTED: ~~August 15, 2011~~

Commented [APowell1]:

Submitting the succession plan to the board provides an opportunity for the superintendent to manage the district and provide leadership for the staff while allowing the board to monitor this policy and stay informed.

OPTION: If the Board would like to approve the succession plan, this policy will remain unchanged. Mark "YES" for the option on your Response Form, and only the adoption date will be updated.

Issue 94, March 2017

DRAFT UPDATE

Operational Services

Identity Protection

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

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

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

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.

5. Notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; *personal information means either:*
 - a. ~~(a)~~ An individual's first name or first initial and last name in combination with any one or more of with his or her (i) social security number, (ii) driver's license number or State identification card number, ~~or (iii)~~ financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
 - ~~a-b. (b)~~ An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.

- 5.6. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #5, above.

Commented [APowell1]:

The Identity Protection Act, 5 ILCS 179/ requires policy about identity protection and controls the policy's content. The Act defines *identity-protection policy* as "any policy created to protect social security numbers from unauthorized disclosure." This law contrasts with the Personal Information Protection Act discussed below, which may apply to school districts.

Issue 94, March 2017

Commented [APowell2]:

Updated in response to the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 99-503, which contains mandates for *government agencies and local governments*, and may apply to school districts.

Consult the Board attorney before adoption of this policy. Districts may choose to provide or implement more protections than the statutory requirements outlined here. Technology and best practices are constantly changing.

Issue 94, March 2017

DRAFT UPDATE

7. Notification, within 45 days of the discovery of a security breach, to the Illinois Attorney General:

a. If the District suffers a breach of more than 250 Illinois residents; or
~~a~~-b. When the District provides notice as required in #5, above.

6.8. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.

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

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.
50 ILCS 205/3, Local Records Act.
105 ILCS 10/, Illinois School Student Records Act.
815 ILCS 530/, Personal Information Protection Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: May 20, 2013

Commented [APowell3]:
815 ILCS 530-12,(e), amended by P.A. 99-503.
Notification sooner is preferred, if it can be accomplished.

Issue 94, March 2017

DRAFT UPDATE – NEW

4:130-E

Operational Services

Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars

Date:

To: Students, Parents/Guardians, and Staff

Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services* and 4:140, *Waiver of Student Fees*. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When students are unable to pay for their meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery*. The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. If a parent/guardian regularly fails to provide meal money and does not qualify for free meal benefits the Building Principal or designee will direct the next course of action, **which may include an alternate type meal**. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges.

LEGAL REF.: Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).
7 C.F.R. §245.5.
23 Ill.Admin.Code Part 305, School Food Service.

DATED:

4:130-E

Page 1 of 1

Commented [APowell1]:

This new Board exhibit is created to remind administrators that the United States Department of Agriculture (USDA) requires school food authorities participating in the USDA Food and Nutrition Service's National School Lunch Program and School Breakfast Program to institute and clearly communicate a *meal charge policy*, which would include, if applicable, the availability of alternate meals.

This was publicized recently in a March 2017 Illinois State Board of Education *Superintendent's Newsletter* in a section titled **Unpaid Meal Charges Policies – Due by July 1, 2017. This requirement does not require a formally-adopted policy by the Board**, but rather a meal charge process, method, or procedure on how meal charges are managed in the districts. Students, parents/guardians, and district staff must all be informed of the meal charge process.

Districts will likely want to replace the text in this exhibit with their own meal charge methods if they do not already publicize them.

For more information, see the Issue 94 Update Memo under **Federal Regulatory Updates**.

Issue 94, March 2017

DRAFT UPDATE

Putnam County Community Unit School District 535

6:70

Instruction

Teaching About Religions

The School District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religion, religious belief, or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

LEGAL REF.: School Dist. of Abington Twp v. Schempp, 374 U.S. 203 (1963).
Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573, ~~109 S.Ct. 3086, 106 L.Ed.2d 472~~ (1989).

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:255 (Assemblies and Ceremonies)

ADOPTED: ~~June 27, 2012~~

Commented [APowell1]:
Updated to separate a "religion" from a "religious belief" for clarity.
Issue 94, March 2017

DRAFT UPDATE

Putnam County Community Unit School District 535

2:100

School Board

Board Member Conflict of Interest

No School Board member shall: ~~(1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban.~~

Board members must annually file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which the District's main office is located by May 1.

LEGAL REF.: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, and 420/4A-107.
50 ILCS 105/3.
105 ILCS 5/10-9.
[2 C.F.R. §200.318\(c\)\(1\)](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), [4:60 \(Purchases and Contracts\)](#), 5:120 (Employee Ethics; ~~and~~ Conduct; ~~and~~ Conflict of Interest)

ADOPTED: ~~October 18, 2010~~

Commented [APowell1]:

Updated in response to the federal regulations requiring written standards of conduct covering conflicts of interest and governing the actions of those engaged in the selection, award, and administration of contracts in compliance with 2 C.F.R. §200.318.

2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. Conflicts of interest arise when one of the following individuals has a financial or other interest in the entity selected for the award:

- School district employee, officer, or agent;
- Any member of the employee, officer, or agent's immediate family;
- The employee, officer, or agent's business partner; and
- An organization that employs or is about to employ one of the above.

For a discussion of what an *apparent conflict of interest* means, see the discussion about avoiding the *appearance of impropriety* discussed in the Ill. Council of School Attorneys' publication, [Answers to FAQs, Conflict of Interest and Incompatible Offices](#), www.iasb.com/law/conflict.cfm.

Issue 94, March 2017

Commented [APowell2]:

The federal rule underlying this text provides flexibility for school districts to "set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value," along with "disciplinary actions to be applied for violations." Referring to sample policy 2:105, *Ethics and Gift Ban* for these standards provides clarity and consistency. Policy 2:105, *Ethics and Gift Ban* refers to **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 – 10-30, along with discussion of the specific penalties available under the Ethics Act at 5 ILCS 430/50-5 in its **Enforcement** subhead.

Issue 94, March 2017

2:100

Page 1 of 1

DRAFT UPDATE

Putnam County Community Unit School District 535

5:120

General Personnel

Employee Ethics; ~~and Conduct; and Conflict of Interest~~

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

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

Ethics and Gift Ban

School Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests: ~~Conflict of Interest; and Limitation of Authority; and Outside Employment~~

In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award when the employee has a real or apparent conflict of interest as defined by 2 C.F.R. §200.318(c)(1). Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Commented [APowell1]:

This policy is renamed and updated in response to the federal regulations requiring written standards of conduct covering conflicts of interest and governing the actions of school district employees engaged in the selection, award, and administration of contracts in compliance with 2 C.F.R. §200.318.

New subheadings are added for clarity.

Issue 94, March 2017

Commented [APowell2]:

The federal rule underlying this text provides flexibility for school districts to "set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value," along with "disciplinary actions to be applied for violations." Referring to sample policy 2:105, *Ethics and Gift Ban* for these standards provides clarity and consistency. Policy 2:105, *Ethics and Gift Ban* refers to **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 – 10-30, along with discussion of the specific penalties available under the Ethics Act at 5 ILCS 430/50-5 in its **Enforcement** subhead.

Issue 94, March 2017

DRAFT UPDATE

Outside Employment

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

Incorporated
by reference: 5:120-E (Exhibit - Code of Ethics for Illinois Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101 and 430/.
50 ILCS 135/.
105 ILCS 5/10-22.39 and 5/22-5.
775 ILCS 5/5A-102.
23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program)

ADOPTED: June 15, 2015

DRAFT UPDATE

Professional Personnel

Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that teachers, other certificated employees, and persons providing a student's related service: (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: December 21, 2009

Commented [APowell1]:

Updated for clarity and consistency with other changes in response to 105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456.

Issue 94, March 2017

Commented [APowell2]:

School officials have discretion to determine whether a behavioral intervention is *appropriate*. See 105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456.

Issue 94, March 2017

DRAFT UPDATE

Putnam County Community Unit School District 535

5:285

Educational Support Personnel

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement ~~State federal~~ and ~~federal State~~ law defining the circumstances and procedures for the testing.

This policy shall not be implemented, and no administrative procedures will be needed, until it is reasonably foreseeable that the District will hire staff for a position(s) requiring a commercial driver's license.

LEGAL REF.: 625 ILCS 5/6-106.1 and 5/6-106.1c.
49 U.S.C. §3130~~61 et seq.~~, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991, P.L. 102-143).
49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers).

CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria), 5:280 (Duties and Qualifications)

ADOPTED: ~~March 19, 2012~~

Commented [APowell1]:
The policy and Legal References are updated for style consistency.
Issue 94, March 2017

DRAFT UPDATE

Putnam County Community Unit School District 535

5:300

Educational Support Personnel

Schedules and Employment Year

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.

For those employees not covered by this agreement:

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, School Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

Breaks

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.

For employees not covered by this agreement:

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday.

Nursing Mothers

The District accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.
105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.
740 ILCS 137/ Right to Breastfeed Act.
820 ILCS 105/, Minimum Wage Law.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act)

ADOPTED: ~~April 25, 2014~~

Commented [APowell1]:

The Legal References are updated to include the Right to Breastfeed Act.

Issue 94, March 2017

5:300

Page 1 of 1

DRAFT UPDATE

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required ~~from~~for students in grades 6 and 12, ~~beginning with the 2015-2016 school year.~~

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening ~~must be included as is~~ a required part of each health examination; diabetes testing is not required.
3. ~~Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.~~
- 3.4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
- 4.5. The ~~Department of Public Health~~IDPH will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Commented [APowell1]:

Updated in response to 105 ILCS 5/27-8.1(2), amended by P.A. 99-927, eff. 6-1-17. The Illinois Department of Public Health is to develop rules to implement these new screening requirements and revise the Child Health Examination form. The health care provider must only record whether or not the social and emotional screening was completed.

Consult the board attorney about whether the presence of developmental or social and emotional screening information on the Child Health Examination form triggers child find obligations under the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

Issue 94, March 2017

Commented [APowell2]:

105 ILCS 5/27-8.1(2.5), amended by P.A. 99-927, eff. 6-1-17, exempts developmental or social and emotional screenings from the exclusion from school requirement.

Issue 94, March 2017

Commented [APowell3]:

Either of both of the following optional additional services may be added:

Option 1: If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.

Option 2: Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

Issue 94, March 2017

DRAFT UPDATE

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the ~~Department of Public Health~~ IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the ~~Illinois Department of Public Health~~ IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the ~~Illinois Department of Public Health~~ (IDPH), a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

DRAFT UPDATE

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1 and 315/2e.
23 Ill.Admin.Code §1.530.
77 Ill.Admin.Code Part 665.
77 Ill.Admin.Code Part 690.
~~77 Ill.Admin.Code Part 695.~~

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children),
6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student
Transfers To and From Non-District Schools), 7:280 (Communicable and
Chronic Infectious Disease)

ADOPTED: ~~December 21, 2015~~

Recommendation to Approve PRESS Plus Issue 94

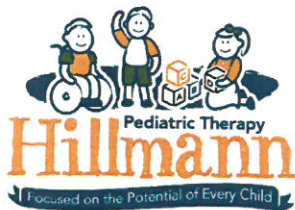
As superintendent, I recommend to approve PRESS Plus Issue 94 as attached to the BoardBook agenda.

Rationale

The PRESS Plus Issue 94 was presented for review at the April 24, 2017 board meeting as new business and to provide time for review. The recommendation is to accept each update as outlined. This will ensure that our policies remain current and updated.

District Goal

To promote increased communication among all stakeholders



Hillmann Pediatric Therapy, P.C.

850 Brook Forest Ave.
Unit L
Shorewood, IL 60404
(815) 730-1800
Fax: (815) 730-1835

941 Sixth Street
LaSalle, IL 61301
(815) 224-3261
Fax: (815) 224-4512

1715 DeKalb Ave.
Suite #125
Sycamore, IL 60178
(815) 991-5760
Fax: (815) 991-5766

Professional Service Agreement

Between

Hillmann Pediatric Therapy

And

Putnam County Community Unit District 535

- 1) This Professional Services Agreement (“Agreement”) is made by and between Hillmann Pediatric Therapy, (“Hillmann”), and Putnam County Community Unit District 535, (“Client”). It is anticipated that Hillmann will involve their own employees, agents or contractors in performing this Agreement.
- 2) **Independent Contractor Relationship.** This Agreement establishes an independent contractor relationship between Hillmann and the Client (hereinafter referred to collectively as “the Parties”) and all of the terms and conditions of this Agreement shall be interpreted in light of that relationship. Hillmann agrees to furnish professional services as provided in this Agreement as an independent contractor using Hillmann’s own means and methods. There is no intention to create by this Agreement an employer-employee or agency relationship between Hillmann’s personnel and the Client. This Agreement does not authorize Hillmann to perform any services that would cause Hillmann or its employees to be considered employees or nonemployee agents of the Client for tax, employment, liability, or other purposes. Hillmann acknowledges and agrees that Hillmann and its personnel will not be eligible for and will not receive any of the benefits provided by the Client to the Client’s employees. Hillmann is not, and shall not hold itself out to be, vested with any power or right to bind the Client contractually or to act on behalf of the Client as its contacting broker, agent, or otherwise.
- 3) **Criminal Background Check.** Any individual representing Hillmann, working on school premises or with Client’s students shall submit to a criminal history records check with the Illinois State Police and Federal Bureau of Investigation. The cost of background checks shall be paid by Hillmann.
- 4) **Term.** The term of this Agreement shall take effect August 1st, 2017 and shall continue through July 31, 2018 or until the Agreement is terminated in accordance with its terms. An Agreement for the 2018-2019 school year will be received by the Client prior to March 1, 2018 which must be returned to Hillmann prior to May 1, 2018 to assure continuation of service.
- 5) **Services.** The objective of this Agreement is for Hillmann to provide sufficient Occupational Therapy and Physical Therapy services for the Client’s students, so that the Client may fulfill its responsibility to provide a free, appropriate public education to its students, as required by IDEIA, 20 U.S.C. 1400 et seq. The obligations of Hillmann identified in this Agreement are collectively referred to as “Services”. Those Services include:

The provision of Occupational Therapists and Assistants and Physical Therapists and Assistants who are properly licensed to provide occupational and physical therapy in Illinois' public schools and are otherwise determined to be qualified to provide occupational or physical therapy in public schools, and are familiar with the responsibilities of supportive services as that term is used in IDEIA and under Illinois law regarding the provision of special education.

- a) Prepare for and participate in IEP meetings;
 - b) Provision of direct and consultative OT services and PT services, as stated in students' IEP's;
 - c) Student evaluations to determine possible eligibility for OT and PT, as requested through the Client's referral process.
 - d) Providing ongoing consultation and collaboration with school staff and parents;
 - e) Availability to assist in the Client's RTI process as requested;
 - f) Recommending training to Client and providing teacher/staff training as requested;
 - g) Daily documentation and data collection related to the provision of OT and PT, including completion of Medicaid logs.
 - h) Attendance at student team meetings as requested;
 - i) Facilitation of student equipment needs.
- 6) Hillmann will provide the following supports to Hillmann personnel assigned to the Client with no separate charge to the Client. These supports were taken into consideration and incorporated into the hourly rate set for Service.
- a) Management of the referral process for OT and PT, in consultation with the Client;
 - b) Monitoring of the delivery of appropriate therapy as stated in students' IEP's;
 - c) Monitoring and management of caseloads of Hillmann personnel, in consultation with the Client;
 - d) Verification of the Client's administration regarding the needs of the Client's students that are addressed by OT and PT;
 - e) Providing ongoing support, training, mentorship and management of Hillmann personnel in the performance of the Services.
 - f) Support to Hillmann personnel assigned to the Client in communication and clerical tasks desirable and necessary to the performance of the Services identified in this Agreement.
- 7) The Client will provide appropriate treatment and work space for the use of Hillmann personnel on school district premises.
- 8) **Staffing levels.** Hillmann will provide adequate Occupational and Physical Therapy service hours to meet aforesaid IEP and support obligations.
- 9) **Fees.** The cost billed to the Client is \$71.00 per hour of OT/PT services. Mileage incurred by Hillmann personnel in the performance of the work identified to this Agreement, will be the responsibility of Hillmann.
- 10) **Billing.** Billing will be handled on a monthly basis, with each bill received by the Client's Business Office on or before the 15th of each month for Services rendered the previous month. Payment is required within 45 days of receipt.

Bills will be itemized, reporting each named therapist, the days actually worked by the therapist, and the hours worked. The appropriate documentation to support the bill will be determined by the Client in collaboration with Hillmann.

Hillmann will not bill insurance companies or any other parties for any Services. Client shall pay Hillmann Pediatric Therapy directly by check and shall send such payments to:

Hillmann Pediatric Therapy
850 Brook Forest Ave. - Unit L
Shorewood, IL 60404

- 11) **Termination.** This Agreement may be terminated by either party by providing 90 days written notice of termination.

Hillmann will provide an invoice for any outstanding billing and final payment within (14) days from the effective date of termination. Client shall pay the final invoice within (45) days of receipt of the same.

- 12) **Indemnification.** The Client hereby agrees to defend, indemnify and hold harmless Hillmann, its agents and employees, and each and every one of them, from and against all suits, costs, claims, expenses, liability and judgments of every kind and description actually and reasonably incurred, whether threatened, pending, or completed, including claims, suits, costs, expenses and judgments of officers, agents, and employees of the Client, and from and against all damages and expenses to which Hillmann may be subjected by reason of the actions of the Client's officers, agents and employees.

Hillmann hereby agrees to defend, indemnify and hold harmless the Client, its agents and employees, its officers, agents, and Board members and each and every one of them, from and against all suits, costs, claims, expenses, liability and judgments of every kind and description actually and reasonably incurred, whether threatened, pending, or completed, including claims, suits, costs, expenses and judgments of officers, agents and employees of Hillmann, and from and against all damages and expenses to which the Client may be subjected by reason of the actions or inaction of Hillmann, its employees, or agents pursuant to the performance of this Agreement.

- 13) **Non-Compete Agreement.** For a period of (18) months following the expiration or termination of the Agreement for any reason, at the option of either party, the Client will not hire any employees of Hillmann Pediatric Therapy and will not directly or indirectly solicit, induce, recruit, or encourage any Hillmann Pediatric Therapy employees to leave its employment, either on behalf of the Client or for any other person or entity.

- 14) **Complete Agreement.** This Agreement represents the entire Agreement of the Parties hereto and no other warranties, inducements, considerations, promises or interpretations shall be implied or impressed upon this Agreement.

Date: 4-18-17

Date: 4/7/17

CYBC
Administrator
Putnam County Community Unit
District 535

Brenda Hillmann FT
Brenda Hillmann, PT
President

Recommendation to Approve Renewal of Hillman Pediatric Therapy Contract

As superintendent, I recommend to approve Renewal of the Hillman Pediatric Therapy Contract

Rationale

- This is an annual renewal for our district. The Hillman Pediatric Therapy contract provides our physical and occupational therapy needs within the school district. These services allow the district to remain compliant with providing mandated and necessary services for our students. The hourly rate for the contract as of January 1, 2017 was \$70/hour. The renewed contract is for \$71/hour and Hillman covers mileages for the service personnel. This is a minimal increase to a critical service. Also, the personnel that come to our schools to provide these services for our students do an outstanding job. They have developed sound and trusting relationships which is so important in any therapy process. Therefore, I recommend to approve the renewal of this contract.

District Goal

Demonstrate increased academic achievement for all students

Putnam County High School

Putnam County Community Unit School District #535

- Student & Parent Handbook -

2017-2018



Mr. Carl Carlson, *Superintendent*

Mr. Clayton J. Theisinger, *Principal*

Mr. Christopher Newsome, *Assistant Principal*

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

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2017-2018 OFFICIAL SCHOOL CALENDAR

		Dec 22-Jan 7	Winter Break
August 14	No School - Institute Day		
August 15	No School - Institute Day	January 8	Institute Day – No School
August 16	First Day of School (2:05 Dismissal)	January 9	School Resumes
August 16-18	2:05 Dismissal	January 15	No School - Martin Luther King Day
		January 17	2:05 Dismissal
September 4	No School - Labor Day	February 7	2:05 Dismissal
September 6	2:05 Dismissal	February 9	End of trimester (K-5)
September 20	2:05 Dismissal	February 15	Parent/Teacher Conferences (4pm to 8pm)
October 4	2:05 Dismissal		
October 6	Institute Day – No School	February 16	No School-Parent/Teacher Conferences (8am to Noon)
October 9	No School - Columbus Day		
October 13	End of First Nine Weeks	February 19	No School-Presidents' Day
October 18	2:05 Dismissal	February 21	2:05 Dismissal
October 19	Parent/Teacher Conferences (4 pm to 8 pm) pass out report cards	March 5	C Pulaski Day No School
		March 7	2:05 Dismissal
October 20	No School - Parent/Teacher Conferences (8am to Noon)	March 16	End of Third Nine Weeks
		March 21	2:05 Dismissal
November 1	2:05 Dismissal	March 29	2:05 Dismissal
November 15	2:05 Dismissal	March 30-April 8	Spring break
Nov 22-Nov 24	No School - Thanksgiving Break	April 18	2:05 Dismissal
		May 2	2:05 Dismissal
December 6	2:05 Dismissal	May 16	2:05 Dismissal
December 20	2:05 Dismissal	May 25	Report card day - 2:05 dismissal
December 21	End of 2 nd Nine Weeks-End of 1 st Semester (2:05 dismiss)		
		Emergency days	May 29,30,31 June 1,4

PARENT-TEACHER CONFERENCES

October 19 th	Parent/Teacher Conferences (4 pm to 8 pm) Distribute report cards
October 20 th	No School - Parent/Teacher Conferences (8am to Noon)
February 15 th	Parent/Teacher Conferences (4pm to 8pm)
February 16 th	Parent/Teacher Conferences (8am to Noon)

DAILY SCHEDULES

Daily Schedule		2:00 Schedule	
1 st hour	8:00 - 8:47	1 st hour	8:00 - 8:36
2 nd hour	8:50 - 9:36	2 nd hour	8:39 - 9:15
3 rd hour	9:39 - 10:25	3 rd hour	9:18 - 9:54
4 th hour	10:28 - 11:14	4 th hour	9:57 - 10:33
5 th hour Class	11:17 - 12:03	7 th hour	10:36 - 11:12
5 th hour Lunch	11:14 - 11:44	5 th hour Class	11:15 - 11:51
6 th hour Class	11:47 - 12:33	5 th hour Lunch	11:12 - 11:42
6 th hour Lunch	12:02 - 12:33	6 th hour Class	11:45 - 12:21
7 th hour	12:36 - 1:22	6 th hour Lunch	11:51 - 12:21
8 th hour	1:25 - 2:11	8 th hour	12:24 - 1:00
9 th hour	2:14 - 3:00	9 th hour	1:03 - 1:40
		Activity Period	1:40 - 2:00

FINAL EXAM SCHEDULE

1st Semester: Day 1

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 Semester: Day 1

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 Semester: Day 2

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 Semester: Day 2

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

STUDENT HANDBOOK ACKNOWLEDGMENT

Name of Student: _____

Student Acknowledgement

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

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

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

Student Signature

Date

Parent/Guardian Acknowledgement

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

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

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

Parent/Guardian Signature

Date

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 handbook are subject to such changes as may be needed to insure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

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 on school property.

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*. Clayton Theisinger, Principal, Putnam County High School, Granville, Illinois 61326, Phone number (815)882-2800 ext. 4

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).

Clayton Theisinger, 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).

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 following concession stand assignments are made for the purpose of athletic event fundraising:

Freshman Class – Girls’ Basketball Games
Sophomore Class – Volleyball Games
Junior Class – Boys’ Basketball Games

In addition to assigned concession stands, all classes, athletics, and activities may participate in fundraising throughout the school year to support student organization purposes. Fundraising activities must be approved by the Principal or designee at the start of each school year. Faculty and staff sponsors should see the Principal or designee for approval procedures.

Principal: Mr. Clayton Theisinger, Principal
Putnam County High School
Granville, IL 61326
(815)882-2800 ext. 4

INTEGRATED PEST MANAGEMENT PLAN

Putnam County CUSD #535 is committed to providing students a safe environment. The District 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

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 # 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.

FIRE DRILL

As soon as the signal is given for a fire drill, students are to report to the designated room spots with their current teacher or staff member. These locations can be found in any classroom or learning environment.

FIRE ALARM EVACUATION PLAN

If smoke or fire is detected within the school building, the nearest fire alarm should be activated. All individuals are to evacuate the building to the assigned spots with occupants out of the fire and emergency personnel's way. The school emergency response team will check restrooms and other areas to assure evacuation. Teachers are to take roll once in the designated location.

The following routes should be taken based on location:

Room 0 thru 1	Move west down hall and exit through eastern main entrance
Room 2 thru 6	Move east down hall and exit through east hallway door
Room 7 thru 12	Move east down hall and exit through east hallway door
Room 13	Move south and exit through eastern main entrance
Room 14 & 15	Move north down hall and exit through north hallway door
Room 16	Move south out of room and exit through west hallway door
Room 17	Move west down hall and exit through west hallway door
Room 18	Exit through shop's north door
Room 19	Move west down hall and exit through west hallway door
Room 20	Move west down hall and exit through west hallway door
Ag Shop	Exit through shop's north door
Ind. Arts Shop	Exit through shop's north door
Media Center	Move east down hall and exit through east hallway door
Auditorium	Exit through eastern and western main entrance door
Commons	Exit through eastern and western main entrance door
Kitchen	Move north down hall and exit through north hallway door
Principal's Office	Exit through main entrance
Conference Room	Exit through main eastern entrance
Guidance Office	Exit through main eastern entrance
Gym	Exit through west exit doors
Boy's Locker Room	Exit through north exit door
Girl's Locker Room	Move through west door and exit through west exit doors
Restroom	Through nearest outside door

INCLEMENT WEATHER (TORNADO) DRILL & SAFETY PLAN

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. Procedures and assignments are as follows:

1. Students go to an inside wall
2. Drop to your knees facing the wall
3. Bend over knees with hands covering head
4. Students are to remain quiet

Room 0 thru 2	Turn right outside of room and go to the center of the hallway
Room 3 thru 6	Turn left outside of room and go to the center of the hallway
Room 7 thru 10	Turn right outside of room and go to the center of the hallway
Room 11 & 12	Turn left outside of room and go to the center of the hallway
Room 13	Turn right outside of room and go to the center of the hallway
Room 14 & 15	Turn left outside of room, go through the double doors, take cover against FCS/kitchen wall
Room 16 & 17	Exit through door and go to the center of the hallway
Room 18	Exit through door and go to the center of the hallway
Room 19	Turn right outside of door and go to the center of the hallway
Room 20	Turn right outside of room and go to center of the hallway
Ag Shop	Out east exit door and go to the center of the hallway
Ind. Arts Shop	Exit through door and go to the center of the hallway
Media Center	Go to the nearest hallway, go the center of the hallway
Auditorium	Out main door take cover against auditorium front wall
Commons	Take cover against kitchen, auditorium and faculty wall
Kitchen	Take cover in kitchen restroom
Principal's Office	Exit office and go to auditorium entrance wall
Conference Room	Exit office and go to auditorium entrance wall
Guidance Office	Exit office and go to auditorium entrance wall
Gym	Go to shelter in the locker room showers
Boy's Locker Room	Take cover in the shower room
Girl's Locker Room	Take cover in the shower room

*Students will be released from the Inclement Weather Area by supervising teachers.

EARTHQUAKE DRILL & SAFETY PLAN

At the start of a drill, or as soon as shaking starts, the teacher asks students to drop and cover, facing away from windows. Students are to remain under shelter until the shaking stops and 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. Students should avoid being 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.

GRADING PERIODS

Nine Week Grading Periods

1st Quarter: August 16, 2017 – October 13, 2017

2nd Quarter: October 18, 2017 – December 21, 2017

3rd Quarter: January 9, 2018 – March 16, 2018

4th Quarter: March 19, 2018 – May 25, 2018

*Report cards to be distributed within 5 days after the end of each grading periods.

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 CUSD #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 may keep their child at home.

BlackBoard Connect System

The BlackBoard Connect service is a reliable, robust communication solution designed specifically for K-12 administrators and educators. This system is utilized by PCHS for informing families, students, and the community of emergencies and other school-related happenings. In addition to Blackboard Connect, the school website will be utilized for informing of emergencies as well as daily events.

Coordinator: Mr. Carl Carlson, Superintendent

Delayed Start

The Superintendent may elect to delay the start of school by one or two hours for bus route completion. If this decision is made by the Superintendent, an announcement will be made on local radio stations and through Blackboard Connect as early as possible. When an announcement is made that buses will be delayed either one or two hours, school opening will be delayed by the same amount of time, 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 are 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

In addition to postings on the school district website (www.pcschools535.org), all announcements concerning adjustments in the school schedule due to inclement weather will be made on the following stations:

	AM	FM		AM	FM
WLPO/WAJK	1220	99.3	WLPO/WAJK	1220	99.3
WLRZ – Peru		100.9	WZOE – Princeton	1490	98.1
WIRL – Peoria	1290				

VISITOR 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 athletic 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 during school hours. All visitors must sign a visitors’ log, show identification, and wear a visitor’s badge. When leaving the school, visitors must return their badge to the office. 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 approve of 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 telephone 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, 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.

COMMUNITY RELATIONS

Parental Involvement

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

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

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

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.

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 license 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 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 *certified*.

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.

Fee Waiver: 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.

Fee Waiver: Eligibility 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.

Fee Waiver: 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 (FRPFS)

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

FRPFS: 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.

FRPFS: 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.

FRPFS: 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.

FRPFS: 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.

INSTRUCTIONAL PROGRAMMING

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.

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Courtney Balestri by phone at (815)882-2800 ext. 2.

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 students with disabilities.

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

Accidents/First Aid/Illness

Safety is a top priority for students in Putnam County. 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 such treatment.

Parents/guardians of students who are injured or who become ill (i.e., 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 preferably 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.

Deciding to keep your child home from school is not always easy. It is important for children to attend school; but when a child is truly sick, they need to stay home to get well and prevent spreading illness to others. 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 can 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
- an open, draining wound that cannot be covered
- vomiting and/or diarrhea stools
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

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

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

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Procedures are the following:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.

3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.

4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Care of Students with Diabetes

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

For further information, please contact Mr. Clayton J. Theisinger, Principal.

Life Threatening Allergies and Life Threatening Chronic Illnesses

State law requires the 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 a student has a life-threatening allergy or life-threatening chronic illness, the parent/guardian is asked to please notify the building Principal at 815-882-2800 ext. 4.

If a 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 and on file in the school office. Please contact the school's office for needed paperwork.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If a student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that the 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. The School District also may be able to appropriately meet a student's needs through other means.

Food Allergy Management Program

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 or school nurse at (815) 882-2800.

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.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Student Medication

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." When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

- All medications must be transported to and from school by an adult
- Medication must be in original container with student's name clearly marked
- All medication forms must be renewed yearly
- The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medication left at the end of the school year will be disposed of properly by the school
- Antibiotics or other short-term medication that is given 3 times a day or less will not be given at school.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The school and 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 agree to 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 asthma inhaler, or the storage of any medication by school personnel.

INSTRUCTION AND CURRICULUM

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.

Sex Education Instruction

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based, and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

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

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this materials, please complete the following statement and return it to your child's classroom teacher within 5 days:

I request to examine the instructional materials and course outline for this class.

Class Attendance Waiver Request

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete the following class attendance waiver statement and return it to your child's classroom teacher within 5 school days.

I request that the District waive the class attendance of my child in a class or course on:

- Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS.
- Family life instruction, including in grades 6-12, instruction on prevention, transmission and spread of AIDS
- Instruction on diseases
- Recognizing and avoiding sexual abuse
- Instruction on donor programs for organ/tissue, blood donor, and transplantation

Student (please print)

Parent/Guardian (please print)

Parent/Guardian (Signature)

Date

Attendance, Enrollment, and 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

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 (i.e., 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.

A student will serve one detention for a one period truancy. A student that is truant for the majority or entire school day will receive an in-school suspension. The length of this in-school suspension will be progressive based on the student's previous truanancies.

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, 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 at either the 24-hour answering machine, 815 882-2800 ext. 6, or, the school office during school hours.

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 (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.

Students have a limited of 10 excused absences per semester, which may be given for the following reasons:

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 the following reasons but does not serve as an exhaustive list:

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.

PCHS does not encourage students to come to school when they are ill.

Attendance Computation

The following are used as a baseline for student attendance:

1. 150 minutes equals one-half day credit in the attendance register.
2. 300 minutes equals 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/**military** days to visit a college, **recruitment office**, 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, recruitment office, 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

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. The student, though, will be given the opportunity to complete any missed assessments or exams that were given during the absence(s). The student is responsible for coordinating a date and time to complete these assessments. The teacher may elect to provide these assessments immediately upon the student's return to school if the teacher deems the student ready for such completion.

Academic Information

ACADEMIC OFFERINGS AND REQUIREMENTS

Registration Procedures

Every student must enroll in at least seven (7) subjects each semester. Physical education is considered a subject. In addition, students are expected to take a study hall unless other arrangements have been made with the guidance counselor.

Course Add/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 and in the best interest of students, schedule changes are kept to a minimum. In order to make a schedule change; the following procedures will be used:

Students may add a course before the fifth class meeting at the beginning of each semester only.

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 dropped class. Classes are added or dropped by scheduling a conference with the Guidance Counselor. The counselor will notify the teachers involved with the added class and dropped class before changes are finalized. 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

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of

social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.

6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
7. One semester of health education.
8. Daily physical education classes.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.
11. The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Service Learning

The purpose of the service learning graduation requirement is to promote citizenship by preparing students to become tomorrow's leaders through preservation and conservation in our community. These hours must be community-based service whereby a student does not receive financial or other benefit for his/her volunteer work. All students will need 24 service hours to fulfill this graduation requirement. Please refer to the Service Learning Handbook for details related to this program.

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 PCHS 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 the Guidance Counselor.

Area Career Center Offerings

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

Intro to Programming, Computer Repair and Maintenance, Illinois Valley Entrepreneurial Opportunities, Machine Technology, Residential Wiring, Welding, Automotive Technology, Basic Fire Skills, Cosmetology, Culinary Arts, Health Occupations, Building Trades, Child Care-Early Childhood Education, Computer Aided Drafting

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.

Credit for Proficiency, Non-District Experiences, and Course Substitutions

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building Principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building Principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Substitutions for Required Courses

A high school student may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Standardized Testing and Grade Level Determination

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.

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 and federal guidelines.

GRADING SYSTEM

Report cards are distributed at the end of each quarter. The following grading scale is used to determine course grades:

Interval	Grade	GPA
100% - 98%	A+	4.0
97% - 93%	A	4.0
92% - 90%	A-	3.67
89% - 88%	B+	3.33
87% - 83%	B	3.0
82% - 80%	B-	2.6
79% - 78%	C+	2.33
77% - 73%	C	2.0
72% - 70%	C-	1.67
69% - 68%	D+	1.33
67% - 63%	D	1.0
62% - 60%	D-	0.67
<60%	F	0.0

FIGURING SEMESTER GRADES

Semester grades will be recorded on transcripts and within a student's permanent file. Semester grades are calculated based on the following percentages:

- Quarter 1 (or 3) – 40%
- Quarter 2 (or 4) – 40%
- Final Exam – 20%

The final percentage obtained determines the final letter grade and GPA for the semester.

GRADING WEIGHTING CLASS RANK

Weighted courses will include a 1.0 addition to the final GPA obtained for the course, unless the student received an "F," in which case a 0.0 will be the final GPA. Weighted courses include the following:

- American Literature British Literature Creative Writing
- Pre-Calculus Trigonometry AP Calculus
- Chemistry Physics Advanced Biology
- Spanish III Spanish IV Sociology
- AP English Language & Composition Speech
- Advanced Mathematics II Advanced Mathematics III

CLASS RANK

Class rank will be determined by the cumulative GPA at the end of each semester.

Any student whose GPA may be disadvantaged when the student takes an extra course in lieu of study hall may have that course not calculated into the cumulative GPA. This provision is subject to approval by the Principal and may only be granted prior to the end of the first semester of senior year. In addition, the grade must be at least an 90% for approval.

The valedictorian, salutatorian, and top ten will be recognized 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.” The student is responsible for making arrangements with teachers for incomplete work. There will be no incomplete grades issued at the end of the school year.

Honor Roll

Students achieve Honor Roll status by earning the following: (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

PCHS Students 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.

Graduation Incentives Program for Students at Risk of Academic Failure and/or Dropping Out

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*.

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
3. The student assumes responsibility for all fees.

FINAL EXAMS

All students at PCHS will be required to take final exams at the end of each semester. Final exams serve as a summative assessment with the purpose of measuring the cumulative learning of a student. Though not practical for all courses, these assessments will be designed to allow for authentic application of knowledge and skills in addition to necessary content recall. As such, final exams requiring extensive timelines may be assigned early in the semester with due dates and final tasks to be completed during the final exam days.

Seniors with at least a "C-" in a course during second semester will be exempt from second semester final exams. Those not earning at least a "C-" will be provided with final exams prior to graduation.

Student Conduct & Expectations

Student Responsibility

The regulations of Putnam County High School have been carefully prepared to provide academic, social, and emotional 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 individuality 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, 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.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building Principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) the device is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building Principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school

or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension.
7. After-school study.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal Punishment

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

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
- (2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

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

Re-Engagement of Returning Students

In order to foster a successful return to Putnam County High School [PCHS] for students who were issued an expulsion or suspension of 10 or more days, the procedures outlined below have been established by administration. The intent of these procedures is to help a student re-assimilate to the behavioral and academic expectations in the general education setting.

1. Prior to the first day of re-entry to PCHS, the student and his/her parent(s)/guardian(s) will meet with the Assistant Principal and/or Principal to review the academic and behavioral progress of the student and identify supports necessary for success in the school setting. Items to be reviewed include any behavioral reports or grades submitted by the serving school or support service, as applicable.
2. Within the first week of re-entry to PCHS, the student will meet with the school social worker to address any social or emotional needs that have arisen due to the expulsion or suspension.
3. Within the first 4.5 weeks of re-entry to PCHS, the student will meet with the Assistant Principal and/or Principal to identify behavioral and academic progress within the school setting and review the provision of supports identified prior to re-entry.
4. Between 4.5 and 9 weeks of time after re-entry to PCHS, the student will meet with the school social worker to address any further social or emotional needs that have arisen due to the expulsion or suspension.

5. The Assistant Principal, Principal, or Social Worker at PCHS will communicate with parents/guardians in regards to any behavioral concerns during the first 9 weeks after re-entry.
6. The parent/guardian will seek communication with the Assistant Principal, Principal, or Social Worker in establishing wrap-around support to promote the success of the student in the school setting.
7. Throughout the first 9 weeks of re-entry to PCHS, the student's grades will be informally monitored by the Assistant Principal and/or Principal on a weekly basis. Any notice of declining grades by administration will be communicated to the parents/guardians.

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. The duration of the teacher detention is the determined by the teacher, but the total length may not be longer than an office detention (i.e., 37 minutes). 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 one office detention.

Office Detention

Office Detentions are scheduled for Mondays, Tuesdays, and Thursdays from 3:03 PM to 3:40 PM. 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 or designee. Failing to make up the rescheduled detention will result in an in-school suspension. Any subsequent missed detentions after a student has used the opportunity for make-up will automatically result in an in-school suspension.

~~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:~~

- ~~_____ 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. In such cases, 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 the Principal or designee. The teacher will complete the behavior referral in TeacherEase. The Principal or designee will note the student's version of the incident. The student will be assigned discipline based upon the actions leading to the eviction and consideration of previous, related actions. 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/guardians 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 or designee, 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/guardians, 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 are scheduled during the school day and may range from one period to an entire day depending upon the student's actions and previous, related actions.** During the in-school suspension, the student will be given all appropriate assignments to be completed from the missed periods of class. 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 suspension, or students who are evicted from an in-school suspension for disruptive behavior, may be assigned ~~a three~~ an out-of-school suspension.

Some infractions that could lead to an in-school suspension include, but are not limited to, the following:

1. Multiple cell phone infractions
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. 5th detention excluding tardies/unprepared for class
8. Failure to report to an assigned office 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.

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

Additional PCHS Rules

1. Using the Internet for chat rooms is not permitted at PCHS.
2. Using the Internet in defiance of the rule may result in the loss of Internet privileges or District Internet access.
3. Loss of Internet privileges at PCHS will impact some classes.
4. 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.
5. Chromebooks are provided to students for academic purposes only. Please refer to the Chromebook Policy for a detailed list of student responsibilities related to device usage.

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 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.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

Complaint Managers:

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.²

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 of Students 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

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

Explosives, Incendiaries, Firearms, Weapons, and Look-alikes

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

Setting off false alarms or tampering with firefighting 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 and 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; or inciting other students to act with physical violence upon any other person.

Any student who is first suspected of violating any section 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 the above rules will be subject to suspension and/or expulsion.

Body piercings representing gang affiliation are subject these rules. Body piercing is not always symbolic of gang affiliation; however, it may raise a concern regarding health and safety. Infections, injury to self, and other consequences 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 three-minute passing period. Students who use a cellular phone during the school

day, or fail to keep it concealed, except during their lunch period or passing period, may have the phone confiscated and returned at the end of the day. Progressive discipline will be issued in the following manner for failure to follow cell phone expectations:

1. First violation – A verbal warning will be provided by the teacher or other personnel to put the cell phone away.
2. Second violation – The cell phone will be confiscated by the teacher, placed in a viewable location on the teacher's desk, and returned at the end of the class period.
3. Third violation – The cell phone will be confiscated and sent to the office by the teacher. The student may pick up the cell phone at the end of the school day.
4. Fourth violation – The cell phone will be confiscated and sent to the office by the teacher. The parent/guardian of the student must pick up the cell phone at the end of the school day or when available.

Violations of cellular policy will continue to accrue throughout the entire school year.

All subsequent violations will result in more severe consequences. Failure to give up their cell phone results in insubordination and may lead to an out-of-school suspension.

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 Lookalikes

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 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, and articulable observations), 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, and needles. Violation of this policy may result in the student being suspended or recommendation for expulsion.

Search and Seizure

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

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

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

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

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

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

Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy **and causes a substantial disruption to learning or the learning environment**. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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 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. **The consequence for a first offense will be an in-school suspension. Further consequences will be determined based on previous truancies and related offenses.**

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. Large bags of any sort are not allowed in hallways or classrooms during the school day without prior approval from administration.

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.

1st incident: office detention

2nd incident: in-school suspension

3rd incident: progressive in-school 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

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

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 or designee. The Principal or designee 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. **The listed procedures and expectations are applicable to any and all school-related events, including but not limited to, athletic events and dances.**

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.
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 and fourth total occasion of tardiness the office will inform the student that a third tardy has occurred, and an office detention will be assigned. A fifth and all subsequent tardies will result in an in-school suspension. **Chronic tardiness will result in a meeting with the Principal or designee, student, and parents/guardians of the student.**

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

Dishonestly Using, submitting, or attempting to obtain data or answers to classwork, assignments, and assessments, 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 or a student planner in order to be in the halls. The pass must have the student's name, date, 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 (i.e., to go to their car or to any other restricted area) must receive a pass from the office signed by the Principal or 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.

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, transportation to and from school events on school vehicles, and at any school-related function.

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. 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 and two-week driving suspension. School officials may search vehicles 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 within parking lots. 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 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 a 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 using the dance request form to the dance sponsor at least three days 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. **Please refer to the section detailing inappropriate dress for details.**
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. Students who are absent from school during the day may not attend extracurricular activities after school or in the evening. **Students must be in attendance by the start of second hour to participate in any afterschool activities.**
7. Students must be in attendance **prior to the start of second hour** on Friday for dances held on Saturday.
8. **Students who leave a dance will not be readmitted.**
9. Students must arrive at the dance no later than 8:30 and may not depart until 10:30, unless other time parameters have been set for the event.

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.

Alternative School

Students who have been assigned to alternative school have permission to be on school grounds while waiting for transportation to alternative school (wait in the entrance to the school). When returning from the alternative school, students should leave the school grounds immediately or wait in the main entrance for transportation.

Student Services

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:

Anne Cioni Memorial Teacher Scholarship	Knute Hamel Scholarship
American Legion Awards	Magnolia Masonic Lodge Scholarship
Athletic Awards	Mike Anders Language Scholarship
American Red Cross Scholarship	Music Booster Scholarship
Anderson-Alleman Education Scholarship	National Honor Society
Bill Biagi Memorial FFA Alumni Scholarship	Nelson Family Trust Scholarship
Brenda Bishop Memorial Scholarship	North Central Bank CBAI Scholarship
Cooperative Work Education Student of the Year	PCEA Scholarship
D.A.R. Award	Pam Veronda Scholarship
Deck Memorial Scholarship	Perfect Attendance
Dusty Khoury Scholarship	Pletsch Memorial Scholarship
Educators of Beauty Scholarship	Prairie State Achievement Awards
Eloise Howland Memorial Scholarship	Quill & Scroll
Farnsworth Essay Contest	Reading Awards
First Farm Credit Services Scholarship	Rezin Scholarship
Granville America Legion Award	Robert V. and Marquerite Klein Service Scholarship
Hazel Marie Boyle Memorial Scholarship	Service Above Self Award
Helen H. Tyler Scholarship Honor Roll	Student Media Assistants
Hopkins Alumni Scholarship	Top 10 Seniors
Hubert J. Mennie Memorial Scholarship	Walter D. & Hazel Marie Boyle IVCC Scholarship
Illinois State Scholars	Wilhelmina Whitaker Award
IVCC Foundation Scholarships	William I. Tyler Scholarship
Joyce Kuhne Scholarship	WYSE Awards
John R. Housby Memorial Scholarship	
Judy Gedraitis Award	

SPECIAL EDUCATION SERVICES

Special Education services are provided through a cooperative with the LaSalle Educational Alliance for Special Education. If a student is currently part of a case study evaluation or receiving special education services, an IEP meeting will be called and include the appropriate staff members. This student's schedule will not be changed unless the IEP team makes the recommendation to do so.

CAFETERIA

The cafeteria is for those who want to take advantage of a hot meal every day. Availability and costs are as follows:

Breakfast

Time Served: 7:00 AM – 7:55 AM

Cost: \$1.30

Lunch

Time Served: M, T, Th, F - 11:14 AM – 11:44 AM (5th) and 12:03 PM – 12:33 PM (6th)
W – 11:12 AM – 11:42 AM (5th) and 11:51 AM – 12:21 PM (6th)

Cost: \$2.10

Extra Milk: \$0.35

Breakfast and lunch menus are available for viewing on the District website. Students' meal accounts are managed through TeacherEase and can be checked anytime via the online website.

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.

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. Please refer to the RtI handbook for further details regarding the program.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

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.

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up and

one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building Principal.

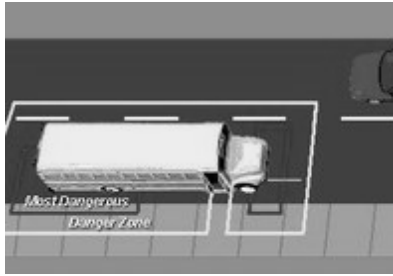
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building Principal or designee.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to ten (10) consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus. **As permissible by the bus company, administration may allow students to drink water depending upon environmental or other conditions.**
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Mr. Clayton J. Theisinger, Principal

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.

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.

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. The student's parent/guardian has responsibility to notify the school that the student does not have alternate transportation.

Instruction to School Bus Riders

Proper bus conduct is emphasized every year at the start of school. All riders, parents of riders, and teachers should become thoroughly familiar with the rules governing school bus riders.

While riding the bus, students are required to comply with all Johannes Bus Service rules posted in front of each bus, which are as follows:

- 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.

The following procedures will be used for each valid incident. The progression of offenses listed below is for each semester:

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 two to nine days of bus suspension, as issued by the school Principal. 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 (10) 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 **must** be used for studying and academic purposes. **Any activity not defined as an academic purpose is impermissible. Students may listen to music using earphones and collaborate with peers at the discretion of the study hall supervisor.**

Student Behavior Rules

1. Students are to be in their assigned seats when the bell rings.
2. Students may not talk without prior permission from the study hall teacher.
3. A student must sign out every time he or she leaves the Media Center or study hall room. Students may sign out to the restroom, only, with special permission or a pass.

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.

Collaborative Study

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 the library media specialist.

MEDIA CENTER POLICY

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.

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.

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.

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. The student will be responsible for all Audio Visual materials and any borrowed equipment.

Overdue Materials

1. A fine of five (5) 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 (20) 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 must be replaced with the actual cost of the book.

Extracurricular 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 AM (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 2017-2018 school year.

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

*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. The family holds responsibility for keeping track and verifying extracurricular fee payments. Charges for instrumental rentals are not included in the \$300 family limit.

Indigent applications for waiver of the extracurricular 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 and Athletic Activities Code of Conduct

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."¹
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.²
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;³
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

ILLINOIS HIGH SCHOOL ASSOCIATION

Eligibility for most athletics is also governed by the rules of the Illinois High School Association (IHSA) and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the Principal. Exceptions may be made by the designated teacher, sponsor, or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor, or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case

Drug and Alcohol Testing Program

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing of the student in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building Principal or designee and the results are reported. The building Principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Extracurricular Requirements and Guidelines

Guidelines to be followed for extracurricular activities in grades six through twelve.

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 PM for grades 6-8. Due to the wider range of possible activities, the sessions will be completed by 6:00 PM 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 and 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. **Any student failing to meet these academic criteria shall be suspended from the activity for seven (7) days or until the specific academic criteria are met, whichever is longer.**

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.

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, the student athlete is dismissed from the team.**
 - i. **Any student dismissed from the team will not be recognized at athletic awards ceremonies nor will they receive a junior varsity or varsity certificate.**

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 and remain at school until the end of the day. On shortened or special schedule days, a student must be at school by 8:50 AM. and remain at school until the end of the day.

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, and 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.

In order for students to participate, the student and parent/guardian 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 according to the following: when the school receives the results of the test; results must indicate that the student was negative for all prohibited substances. If student tests positive, the student will be subject to the rules and procedures of the Substance Abuse Rules and Regulations.

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 parent/guardian.

In the event of a positive test, the Principal or designee will notify the student and parent/guardian. 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/guardians 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 and treated as a positive test. Noncompliance includes, but is not limited to, a student not providing a sample. If a student fails to provide a sample, the cost of the test is the responsibility of the student and/or parent/guardian. 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

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

Category II - Drugs and Alcohol

- a. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for $\frac{1}{2}$ of the season and seek counseling provided by the high school. When necessary, the eligibility loss will continue through the next activity in which the student participates.
- b. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for 365 days starting at the date of the second offense and seek counseling provided by the high school.
- c. **Third Violation:** A third violation will result in the student losing eligibility for the remainder of the student's time at the school attended.
- d. In activities that have no specific length, a confirmation of the first offense consequences shall be decided by the Principal, athletic director, and sponsor to closely follow the intent and philosophy of this code.

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

Any student and parent/guardian who enroll in a substance abuse program within five (5) 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

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. After 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 student who is absent and unexcused from school may not participate in that day's scheduled practice or contest.

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.

Equipment

Each student is responsible for equipment and uniforms issued to him/her. If borrowed articles are 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.

ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA)

Putnam County High School is a member of the IHSA. As a member school, Putnam County High School abides by the IHSA's rules and procedures that 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. Putnam County High School may have additional requirements, but they may not be less stringent than these statewide minimums.

The entire IHSA Handbook can be found at:

http://www.ihsa.org/documents/forms/current/IHSA_Handbook.pdf

IHSA: 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."

IHSA: Scholastic Standing

2. 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.
3. 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.
4. The student's parent/guardian will be notified at each step within the ineligibility guidelines.
5. Academic ineligibility runs Monday through Saturday.
6. 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.

IHSA: 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.

IHSA: 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 ineligible 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.

IHSA: 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.

IHSA: Student Athlete Concussions and Head Injuries

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.

IHSA: 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.

IHSA: 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).

IHSA: 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.

IHSA: 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.

IHSA: 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.

IHSA: 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.

IHSA: 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.

IHSA: School Team Sports Seasons

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

IHSA: Playing in Non-School Competition

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport.
2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you are trying out for or competing as a representative of the United States in recognized national or international competition during your high school's sport season in the same sport, you must obtain approval from the IHSA Office. Your Principal must initiate the request for approval in writing prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school year.
5. You will become ineligible if you play on any junior college, college, or university team during your high school career.

IHSA: 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.

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.

IHSA: Coaching Schools

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.

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

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.

IHSA: Misbehavior During Contests

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.

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.

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 athletics.

DESCRIPTION OF EXTRACURRICULAR 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/guardian.

Cheerleading

The Cheerleading squad consists of one sixteen (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 (16) will cheer all junior varsity and varsity boys' basketball regular season games. The top twelve (12) 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, which 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 the Spring semester.

Panteras

The Pantera squad may consist of a maximum of fourteen (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.

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.

Parental/Guardian 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.

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 sixty (60) years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five (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 five (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 four (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.*

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.*

IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMINATION

All students are required to present appropriate proof of a health examination and the immunizations against, and screens for, preventable communicable diseases within one year prior to:

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

Proof of immunization against meningococcal disease is required for students in grades six (6) and twelve (12). A diabetes screening must be included as part of the health exam (though diabetes testing is not required).

Students between the age of one (1) and seven (7) must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have thirty (30) days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

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 sixty (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 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 three (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.

STUDENT MEDICAL AUTHORIZATION FORM

(Required when a student needs to take prescription and non-prescription medication to be taken at school.)

Student's Name: _____ Birth Date: ____/____/____

Address: _____

Home Phone: (____) ____-____ Emergency Phone: (____) ____-____

School: _____ Grade: ____ Teacher: _____

To be completed by the student's physician, physician's assistant, or advanced practice RN

(Note: for asthma inhalers only, use the "Asthma Inhalers" section below)

Physician's Printed Name: _____

Office Address: _____

Office Phone: (____) ____-____ Emergency Phone: (____) ____-____

Medication Name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances:

Prescription date: _____ Order date: _____ Discontinuation date: _____

Is it necessary for this medication to be administered during the school day? ____ Yes ____ No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Physician's Signature: _____ Date: _____

Asthma Inhalers

Parent(s)/Guardian(s) please attach prescription label here:

For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, 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 (105 ILCS 5/22-30).

Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian initials _____

For all Parents/Guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices**, and I agree to 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 the administration or the child's self-administration of medication.

Parent/Guardian printed name: _____

Address (if different from Student's above): _____

Phone: (_____) _____ - _____ Emergency Phone: (_____) _____ - _____

Parent/Guardian Signature

Date

Additional information: _____

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535
-Grading Scale Proposal-

PURPOSE

To replace the current grading scale with a 10-point scale and reassigned GPA values for the high school, junior high, and elementary school

CURRENT POLICIES & PROCEDURES

The current grading scale used at the high school, junior high, and elementary school is considered the “7-point” scale and includes the following intervals according to the student handbook:

Interval	Grade	GPA
100% - 94%	A	4.0
93% - 87%	B	3.0
86% - 77%	C	2.0
76% - 70%	D	1.0
Lower than 70%	F	0.0

These intervals serve as the general intervals for letter grades; however, when reporting grades on TeacherEase, grades are reported with plus or minus according to the following:

Interval	Grade	GPA
100% - 99%	A+	4.0
98% - 96%	A	4.0
95% - 94%	A-	4.0
93% - 92%	B+	3.0
91% - 89%	B	3.0
88% - 87%	B-	3.0
86% - 85%	C+	2.0
84% - 79%	C	2.0
78% - 77%	C-	2.0
76% - 75%	D+	1.0
74% - 72%	D	1.0
71% - 70%	D-	1.0
Lower than 70%	F	0.0

Grades in both scales equate to the same GPA and are rounded to the nearest whole number based on the tenth place (i.e., a 5 and above rounds up while a 4 and below rounds down).

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535
-Grading Scale Proposal-

Current high school handbook policy reads as follows:

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	

PROPOSAL DEVELOPMENT

High School Faculty, Staff, & Student Input

PLCs - Through the Professional Learning Community processes, teams of teachers have been regularly discussing grading policies, procedures, and expectations at PCHS. These meetings occurred on the following dates during early dismissal times: January 18, 2017; February 1, 2017; and February 15, 2017.

SURVEY – A survey was sent on February 16, 2017, to all faculty and staff to gather input on multiple policies and procedures for the 2017-2018 school year. Questions and responses applicable to the topic of the grading scale have been included as an addendum.

INFORMAL – Informal discussions regarding the grading scale have been taking place since the start of the semester between administration and faculty as well as among faculty. These conversations have taken place within structured meetings, such as the Professional Development Committee, as well as during prep visits by administration.

GPA SURVEY – A survey was sent to faculty and staff on February 17, 2017, to gather input on how the GPA values should correlate with received grades.

STUDENT INPUT – Two informational sessions were held with a group of students representing different grade-levels, areas of Putnam County, and socioeconomic status. When presented with the topic of the grading scale, students indicated they would prefer to move to a 10-point scale as they do not feel they are being fairly compared to non-PCHS peers when applying for scholarships or college admission. They also indicated that the ten-point scale and its coding of GPA was fairer than the current grading scale. A few students indicated that they may not try as hard to achieve certain grades, but most of them

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535
-Grading Scale Proposal-

indicated they would still work just as hard. In addition to this statement, some students said that if teachers reduced the amount of homework and placed more emphasis on a lesser amount of assignments, they would put forth more effort.

PROPOSAL REVIEW – This proposal was sent to faculty and staff at the high school for comments prior to submission for Board review. No comments were provided by any individual.

Elementary Faculty and Staff Survey Results

- We feel that current grading scale is rigorous and holds students to higher standards.
- High standards...high expectations
- Sometimes our grading scale doesn't compare to other districts, which in some cases makes it look as if our students are not achieving high outcomes. (This is not the case, but the percent or letter grade due to our grading scale might be misleading.)
- Ten-point scales make it easier for younger students to know their letter grade
- Might be more attractive to institutions that our students are trying to get into because their grade point average is higher.
- I feel our current grading scale is too tough. Even a change of a few percentage points at each level would be a huge improvement.
- Holding students to a higher standard forces them to work harder. Comparative to other local schools the ten-point scale is easier for many students to achieve higher grade averages.

IDENTIFIED LIMITATIONS OF CURRENT GRADING SCALE

Through the mediums of input, the following limitations were identified:

- Within the 100 percentage points that can be assigned as a grade, there is a significant lack of distribution among grades. For example, an "F" is represented by 70% of the entire distribution, meaning a passing grade is only represented by 30% of all scores.
- In addition, there is inequity among grades between passing scores. All grades include an interval that is 7 percentage points except for a "C," which is represented by 10 percentage points. This sort of passing distribution is primarily geared towards the establishment of a bell curve. However, forcing grades into a bell curve contradicts the grading philosophy that the purpose of the grade is to communicate a student's achievement related to skills and knowledge defined within a curriculum and its associated content.
- Students with disabilities who have Individual Education Plans (IEP's) typically receive an accommodation that allows them to have the lowest "D" set at 65%. This accommodation is made to align expectations for the student with special needs as well as possible post-secondary transitions.
- Assuming the assessment is valid and reliable, a short formative measure to gauge student learning can lead to skewed results. For example, on a 10-point quiz, a student receiving one incorrect mark is already given a "B" grade even though the next possible grade is a perfect score. Grades then become negatively skewed and do not provide an accurate distribution of achievement.
- GPAs are the common value used to compare students across high schools when competing for scholarships or college enrollment. By utilizing a grading scale that limits the chances for higher grades, we are limiting the opportunity for students to have higher GPAs. Such limitations, then, could significantly impact chances for scholarships or enrollments when comparing to other schools.

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535
-Grading Scale Proposal-

CONCERNS WITH CHANGE TO CURRENT SCALE

The most frequent concern voiced by faculty and staff during the input processes was that the current grading scale establishes high expectations for students. These respondents stated that they believe students will perform to the grading scale that is in place; therefore, the current grading scale will provide more rigor to our academics.

The rebuttal to this concern is that our grading scale should not dictate the rigor of our curriculum. Rather, the learning activities designed by teachers and the opportunities provided to students should define expectations for student growth and development.

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535
-Grading Scale Proposal-

PROPOSED CHANGES

Per the feedback from faculty, staff, and students over the course of the year, the following is proposed to be changed for the 2017-2018 school year:

Grading Scale:

The following grading scale follows the 10-point distribution for a letter grade. Within the 10-point interval, grades are then differentiated to account for success levels within the letter grade. In addition, GPA values correspond to these different levels. This grading scale and GPA alignment is utilized by the CollegeBoard as well as many colleges and universities across the nation.

Interval	Grade	GPA
100% - 98%	A+	4.0
97% - 93%	A	4.0
92% - 90%	A-	3.67
89% - 88%	B+	3.33
87% - 83%	B	3.0
82% - 80%	B-	2.6
79% - 78%	C+	2.0
77% - 73%	C	1.8
72% - 70%	C-	1.6
69% - 68%	D+	1.0
67% - 63%	D	0.8
62% - 60%	D-	0.6
<60%	F	0.0

Semester Grade Calculations:

With the change of the grading scale, faculty and staff discussed the need to use a 12-point formula for calculating final semester grades. The student handbook identifies this practice with each quarter accounting for 5 points and the semester exam accounting for 2 points towards a final grade. This calculation system has been identified by faculty and staff as an unneeded step for grade calculations and reporting.

Instead, the following is proposed as the distribution for a final grade:

- Quarter 1 – 40%
- Quarter 2 – 40%
- Semester Exam – 20%

Grandfathered Grades:

All grades and GPAs earned by students already enrolled at their respective schools would remain according to the previous scale and GPA assignments. The new scale would affect only those grades earned beginning with the 2017-2018 school year.

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-Grading Scale Proposal-

NEXT STEPS:

Upon approval of the proposed grading scale changes, the following steps would take place to ensure fluid transition to a new system:

- Update the student handbook and program of studies with the annual review at the end of the Spring 2017 semester.
- Update TeacherEase during Summer 2017
- Inform parents/guardians through school-based communication, such as emails and mailed letters

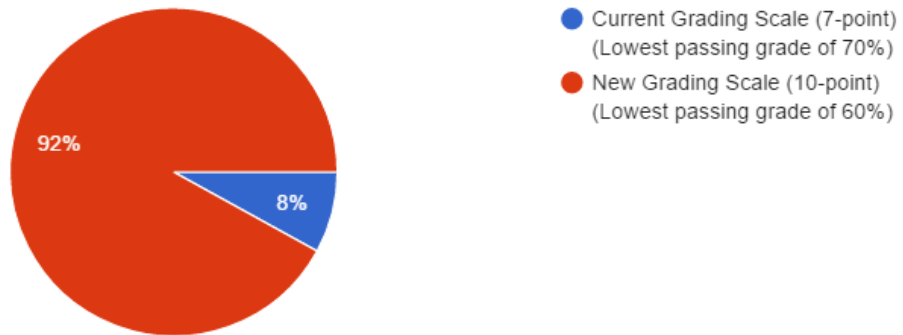
PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535
-Grading Scale Proposal-

ADDENDUM

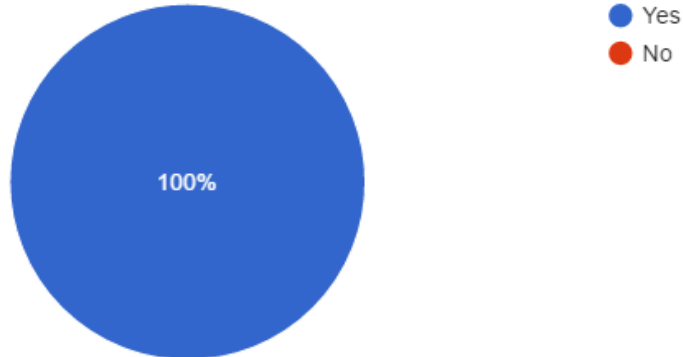
High School Data

What grading scale should PCHS look to adopt for the 2017-2018 school year?

(25 responses)



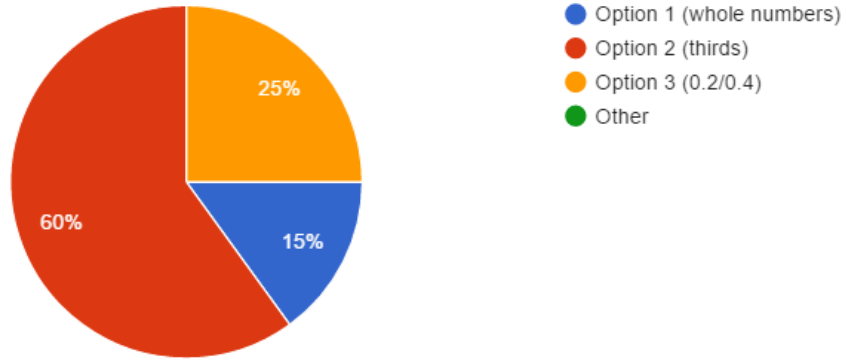
Should PCHS drop the 12-point grading procedure? (25 responses)



PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535
-Grading Scale Proposal-

What grading scale-GPA alignment should PCHS look to propose and adopt for the 2017-2018 school year?

(20 responses)



Handbook Changes for PCJH

For 2017-2018

Page 5- Honor Roll Requirements. To obtain High Honor Roll a student must have a GPA between 4.0-3.6. To obtain Honor Roll a student must have a GPA between 3.59-3.0.

-The past few years the handbook has switched to a GPA, but the Honor Roll and High Honor Roll did not reflect a GPA. This replaces the previous language based on number of A's or B's, but does not change the academic standing required to achieve Honor Roll or High Honor Roll.

Page 19 Attendance. Students are not allowed to attend any after school activity in the district on a day they have been absent from school, unless they receive permission from the principal before attending the event.

-We just want to clarify when students are absent during the day when there are after school activities district wide.

Grading Scale- 10 points - see district proposal.

HEALTH/WELLNESS INFORMATION

Accidents/First Aid/Illness

Safety is a top priority for students in Putnam County. 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 preferably 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.

Deciding to keep your child home from school is not always easy. It is important for children to attend school; but when a child is truly sick, they need to stay home to get well and prevent spreading illness to others. 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 can 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
- an open, draining wound that cannot be covered
- vomiting and/or diarrhea stools (if your child is sent home from school with either vomiting or diarrhea they should not return for 24 hrs after symptoms have stopped)
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

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

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

Care of Students with Diabetes

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.

d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Concussion Policy

See Eligibility for Extracurricular Activities

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Procedures are the following:

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

Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

The exam must be completed on the Illinois Certificate of Child Health Examination form, which includes a lead screening for students under seven and a diabetes screening. Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240).

Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

Eye Examination-All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

Dental Examination-All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

Please check with the school nurse if you have questions regarding immunization and health requirements.

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." When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

- All medications must be transported to and from school by an adult
- Medication must be in original container with student's name clearly marked
- All medication forms must be renewed yearly
- The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medication left at the end of the school year will be disposed of properly by the school
- Antibiotics or other short-term medication that is given 3 times a day or less will not be given at school

Self-Administration of Asthma Inhalers and Epinephrine Auto-injector:

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form and Asthma Inhaler or Epinephrine Auto-injector Authorization Form. An Asthma Action Plan should also be requested from your child's doctor. The school and 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 agree to 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 asthma inhaler, or the storage of any medication by school personnel.

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

Sex Education/Safety

According to Illinois School Code: 105 ILCS 5/27-13.2, 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.

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

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Snacks and Birthday Treats

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be purchased/prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Students with Food Allergies and Chronic Illness

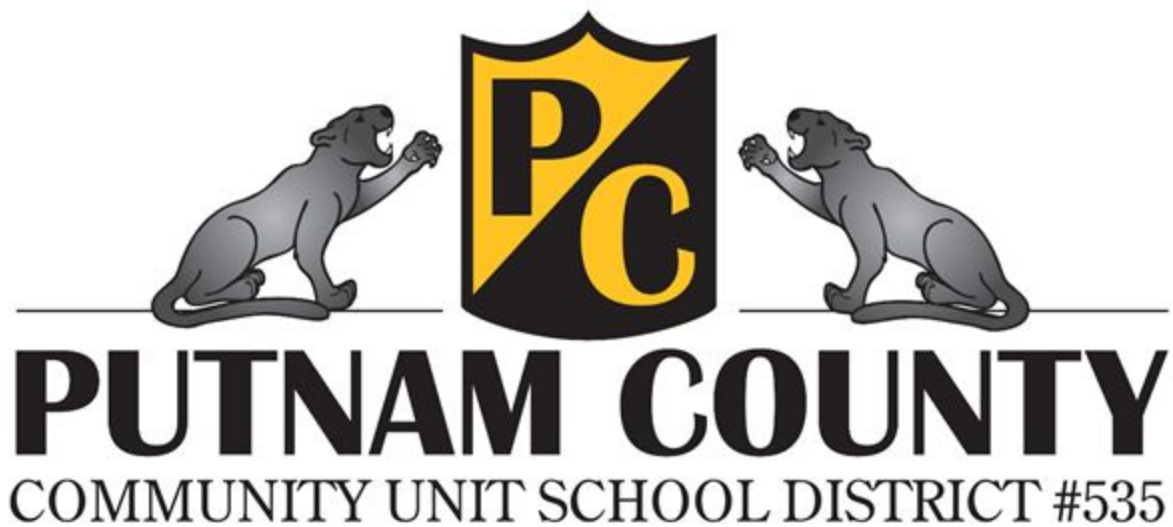
State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or school nurse at (815) 882-2800.

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.

PUTNAM COUNTY SCHOOL DISTRICT #535



2017-18

PreK-5th Student Handbook

Primary & Elementary School

Board of Education Mission Statement: *Where all students will learn and succeed...and all means ALL.*

Reviewed: May, 2017

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2017-18 Handbook Committee

Adriane Shore, Board of Education Member	Brandy Sandberg, Parent Representative
Dianne Alleman, Kindergarten Teacher	Josie Hall, 5th Grade Teacher
Katie Main, School Nurse	Brenda Schmidt, Elementary School Secretary
Angie Migliorini, School Secretary	Courtney Balestri, Elementary School Principal
Ronda Cross, Primary School Principal	Adam Bozarth, Technology Director

Disclaimer: This handbook is not intended to create a contractual relationship with the students, rather it is intended to describe the school, its current practices, procedures, rules and regulations/code of conduct. Membership or participation in a school sanctioned activity is a privilege and not a property right. This handbook may be amended during the school year without notice.

Belief Statements

Character Counts in school, at home and in our community. We believe that all students can become responsible, productive citizens of good character with support between the school, community and parents/guardians. The best educational decisions will be made for ALL students and with appropriate instruction, all students can learn. Education today is NOT limited to the classroom, but rather to all spaces that the child occupies. We know that a learning environment needs to be caring, supportive and promotes mutual respect.

Parents/Guardians

A parent/teacher/board member committee was developed within school board policy guidelines for this student handbook which addresses most of the school functions, discipline, etc. for Putnam County Primary and Elementary Schools. The school furnishes a copy of the handbook to parents/guardians enrolling students within fifteen days after the start of school or a student transferring to the school during the school year. The committee, in cooperation with local law enforcement agencies, shall include policy guideline procedures to establish and maintain a reciprocal

reporting system between the school and local law enforcement agencies regarding criminal offenses committed by the student. (105 ILCS 5/10-20.14)

This handbook provides students and families an opportunity to be familiar with the rules and regulations, procedures and other relevant information necessary for the orderly function of the school. It has been structured to promote student progress academically and behaviorally. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

Welcome

Dear Students and Parents/Guardians,

We would like to welcome you to the 2017-2018 school year at Putnam County Primary School (PCPS) and Putnam County Elementary School (PCES). We are pleased that you have registered with the Putnam County School system and look forward to being partners in your child's learning this year. Teamwork is an expectation we have for ourselves and our families. We want to create a child-centered learning environment that focuses on the achievement of each student. Our students need your support, involvement and your encouragement throughout the school year. We encourage you to provide opportunities for reading every night with your child and help them develop good study habits at home. Let's work together to reach our students' education goals and make this year, and every one to follow the most rewarding we possibly can.

We have developed this handbook so that it can act as a guide to inform you about our schools, school environments, expectations and accomplishments. Please read your handbook and support us when rules and regulations need to be utilized for student learning. Contact us if any questions, problems or concerns arise. We want to work together and resolve issues quickly, fairly and with a learning purpose.

The faculty and staffs of PCPS and PCES would like to extend a very warm greeting to you and your child(ren) and hope that the coming school year will be a positive and exciting learning experience for all of you.
Together in Education,

Ronda Cross
Primary School Principal

Courtney Balestri
Elementary School Principal

Responsibilities

Parental

A successful school experience originates in the home. It is the obligation of the parents by their teaching and examples set forth to develop their child's attitude and foundational learning. Parents will:

1. Instill a respect for authority, for the rights of adults and other children, and for property.
2. See that your child is clean, rested and in good health.
3. Ensure daily attendance and promptness.
4. Talk with your child about school activities, discuss assignments, report cards, progress reports and other school communication that comes home with your child.
5. Provide supplies, time and a place for homework that encourages completion and accuracy.
6. Maintain appropriate regular communication with the school regarding your child's progress, behavior, health concerns, or significant information that may be useful in making education decisions.
7. Understand and comply with rules of the school concerning student conduct and safety for all students of the building

Student

A successful student wants to learn and improve himself/herself academically and behaviorally. Students will:

1. Follow three basic school expectations: Be Respectful, Be Responsible and Be Safe.
2. Take personal pride in their work, achievements and personal appearance. Students will be courteous and set high personal standards for him/herself.
3. Cooperate with all adults and peers.
4. Exhibit the type of behavior that shows respect for the school community. Students will accept diversity, regardless of religion, race, national origin, sex, or handicap.

Staff

A supportive staff will create the best environment for learning for the whole school community. All staff will::

1. Follow three basic school expectations: Be Respectful, Be Responsible and Be Safe.
2. Be positive role models.
3. Provide a safe, happy and caring environment for learning and teaching.
4. Employ instructional strategies which encourage the development of self-discipline and self-respect.
5. Develop and maintain the PAWS behavior intervention system which facilitates student learning.
6. Seek conferences with parents in an effort to assist students academically, socially or emotionally.

2017-2018 School Calendar

July 27	Registration (9am to 7pm)
July 28	Registration (8am to 1pm)
August 14	No School - Institute Day
August 15	No School - Institute Day
August 16	First Day of School (2:05 Dismissal)
August 16-18	2:05 Dismissal
September 4	No School - Labor Day
September 6	2:05 Dismissal
September 20	2:05 Dismissal
October 4	2:05 Dismissal
October 6	Institute Day – No School
October 9	No School - Columbus Day
October 13	End of First Nine Weeks
October 18	2:05 Dismissal
October 19	Parent/Teacher Conferences (4 pm to 8 pm) pass out report cards
October 20	No School - Parent/Teacher Conferences (8am to Noon)
November 1	2:05 Dismissal
November 3	End of trimester (K-5)
November 15	2:05 Dismissal
Nov 22-Nov 24	No School - Thanksgiving Break
December 6	2:05 Dismissal
December 20	2:05 Dismissal
December 21	End of 2 nd Nine Weeks-End of 1 st Semester(2:05 dismiss)

Dec 22-Jan 7	Winter Break
January 8	Institute Day – No School
January 9	School Resumes
January 15	No School - Martin Luther King Day
January 17	2:05 Dismissal
February 7	2:05 Dismissal
February 9	End of trimester (K-5)
February 15	Parent/Teacher Conferences (4pm to 8pm)
February 16	No School-Parent/Teacher Conferences (8am to Noon)
February 19	No School-Presidents' Day
February 21	2:05 Dismissal
March 5	C Pulaski Day No School
March 7	2:05 Dismissal
March 16	End of Third Nine Weeks
March 21	2:05 Dismissal
March 29	2:05 Dismissal
March 30-April 8	Spring break
April 18	2:05 Dismissal
May 2	2:05 Dismissal
May 16	2:05 Dismissal
May 25	Report card day - 2:05 dismissal
Emergency days	May 29,30,31 June 1,4

Summary

Student Attendance Days	174
Emergency Days	5 (Added to the end of the calendar for snow days)
Approved Institutes	4
Approved P/T Conferences	2
Total	185

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. 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 with the building principal.

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 of Schools (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Schools (pursuant to 105 ILCS 5/2-3.8).

SCHOOL INFORMATION

Unless otherwise specified in the section, all of the following information pertains to both the Primary and Elementary schools.

Academic Standards

Primary:

Curriculum and instructional practices are evaluated on a continuous manner so as to provide the best opportunity for each student to reach his/her potential. In order to accurately reflect the new standards and methods in which students are assessed, we developed a "standards-based" report card. The report cards will be issued every twelve weeks (trimester) of the school-year in an effort to keep parents informed of the student's progress as well as sharing the 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.

Report cards are distributed on the last school day of the week following the ending date of the grading period (trimester) or at parent/teacher conferences. During the 1st and 2nd trimesters signed report cards should be returned to the school on the next day of school.

Elementary:

Academic excellence is the goal targeted through all instruction, both formal and informal assessment. 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 twelve weeks (trimester) of the school year in an effort to keep parents informed of the student's progress.

Formal parent/teacher conference times are set 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.

ACADEMIC AREAS is as follows:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% and below

ACADEMIC SPECIALS is as follows:

E = Excellent

S+ = Very Good

S = Average

S- = Below Average

N = Failure

EFFORT/ASSIGNMENTS is as follows:

O = Outstanding

S = Satisfactory

U = Unsatisfactory

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 trimester will be evaluated and a grade marked for the "Incomplete" at that time. "Incomplete" will not be marked for the third trimester.

Asbestos Policy

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 & Truancy

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, and is enrolled, attending school during the entire time school is in session.

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 child by 9:00 a.m. on the day the student is absent.

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. A student is considered tardy if they arrive after 8:15 a.m. In order to preserve the instructional time of students, children other than enrolled students, are not allowed to attend classes.

When it is necessary for a student to be released from school before regular dismissal time, the parent/guardian must send a dated, signed note explaining the reason for the early dismissal to the office. The student must be picked-up in the school office.

Excused Absences:

- Student illness
- Death in the family
- Medical and/or dental appointments that cannot be arranged outside the school day

Unexcused Absences/Tardiness:

- Oversleeping
- Missing the bus
- Hunting/fishing, shopping or vacations

- Unexplained “personal reasons”

Excessive Absences/Truancy:

Student attendance is critical to the learning process. Students who miss 5% (9 days) or more of the prior 180 regular school days without valid cause (a recognized excuse by the school) 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 LaSalle/Marshall/Putnam County ROE Truancy Officer
- Hearing before the County Truancy Officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Other school-based action to be decided by the principal.

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.

Interventions:

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

Step 2: Upon the seventh (7th), a notice will be sent to the parents from the principal's office. Additional steps may include a school/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 ninth (9th), a notice will be sent to the parents from the principal's office. The principal will consider the reasons for these absences and if a referral has not been made to the county truancy officer, contact will be made at this time. Additional interventions will also be considered at that time.

Consideration of absences after the 9th absence:

Each absence after the 10-day limit will be recorded as unexcused unless deemed excused by the administration. If a student is sent home due to illness, this is also considered an excused absence.

Perfect Attendance Recognition:

Students will be recognized for “Perfect Attendance” at the end of the school year. 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 in order to receive the award.

Bicycle Rules

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

Students should walk bikes on and off the sidewalks and across intersections. Only one rider is permitted on a bicycle. Bicycle riders should obey all Rules-of-the-Road.

Bullying/ Sexual Harassment/ Intimidation

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a school computer/device that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

Primary School Complaint Manager:

Ronda Cross, Primary Principal
400 E. Silverspoon Street
Granville, Illinois 61326
815-882-2800 (Opt. #1)
crossr@pcschoools535.org

Elementary School Complaint Manager:

Courtney Balestri, Elementary Principal
326 S. Fifth Street
Hennepin, IL 61327
815-882-2800 (Opt. #2)
balestric@pcschoools535.org

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false

information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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 School District will neither condone nor tolerate harassment or sexual harassment of students by anyone. The District believes that every student has the right to be free from the harm perpetrated 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. Students who believe they are being harassed by another student(s) should contact a teacher or the administration.

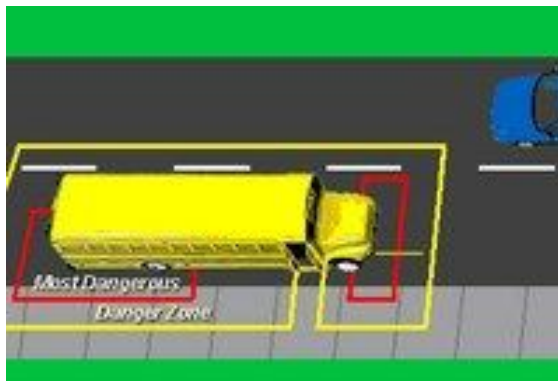
Bus Information

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published after student registration. Once a stop is set and assigned, students are not permitted to ride a bus other than the bus to which they are assigned unless residency changes.

Bus Safety:

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Bus Discipline:

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. 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; and students suspended from riding the bus must attend school or be considered truant.

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

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 continuum of interventions to be used for notice of misconduct are as follows:

- Student is notified, counseled, and may miss recess(es). Warning is sent home for parent notification with response requested.
- Student is notified, counseled, and will receive a detention or missed recess(es). Warning is sent home for parent notification with response requested.
- Student is notified, counseled, and given a 1-5 day bus suspension. Parent is notified of offense and written report is sent home with parent response requested.
- Student is notified, counseled, and given a bus suspension up to ten days. Parent is notified, written report sent home, with parent response requested.
- Student is notified of the offense, counseled, suspended up to ten days, and a bus expulsion may be recommended to the Board of Education. Parent is notified, written report is sent home, and parent response is requested.

Students are expected to follow all rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.

5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

For questions regarding school transportation issues, contact the building principal.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANYTIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Preschool Bus Information:

Although preschool busing is not a required state mandate, currently PC is able to provide limited transportations to the various communities of the district. Bus stops are established by administration and the bus company with allowable funds. Administration will establish stops with one in each town and at a daycare provider's residence (provided there are 3 or more students receiving daycare services from that location on a daily basis). Proof of students receiving daycare services will be required and if dishonorable practices are found the bus stop will be eliminated for the rest of the school year.

Parents or guardians must be at the stops at the scheduled time for pick-up and drop-off. Bus stops cannot be changed unless the change is permanent. Bus drivers will be instructed to proceed to the next stop after two minutes of waiting. This is to keep the bus on schedule for all of the other adults waiting to receive students off the bus. If no one is at the stop, the student will be brought back to the school and they will need to be picked-up from the office. If a parent misses picking-up their child three times, bus privileges will be revoked by the administration for a period of time.

Special Education Bus Information:

Students with special needs that require transportation according to the Individualized Education Planning (IEP) team will be accommodated according to their IEP.

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. Parents and guardians are not permitted to view videos per school law.

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.

Class Parties

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 to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be purchased/prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Controlled Substances and Look Alikes

Students are prohibited from bringing any kind of alcohol, tobacco, 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 student in control of the substance concerning its nature, use or effect;
- (b) Statements made to the recipient of that 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.

Discipline

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

Conduct Rules:

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

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

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

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

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

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

Disciplinary Violations:

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

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

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

Disciplinary Measures:

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

1. Notifying parents/guardians by letter or phone
2. Parent/Teacher conference
3. Disciplinary conference with principal
4. Oral apology
5. Write letter(s) of apology
6. Withholding of privileges such as recess
7. Temporary removal from the classroom
8. Return of property or restitution for lost, stolen or damaged property
9. In-school suspension
10. After-school intervention, provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
11. Community service

12. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
13. Suspension of bus riding privileges
14. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
15. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
16. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies

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

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.

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.

Dismissal Procedures

Please Note- 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.

Preschool:

Please use caution when driving through our parking lot. A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone. Parking spaces are provided for your convenience. Please be sure to hold your child's hand to and from the preschool door, which is door B. Remember that our behavior sets an example for our children.

Please inform us with a note or phone call if someone other than those you have originally authorized will be picking up your child. The authorized person must be able to present a photo ID.

Primary School:

Parent pick-up begins at 3:10 p.m. and crosswalk supervision begins at 3:15 p.m. on regular dismissal days. PCPS begins dismissal at 1:55 p.m. on 2:05 p.m. 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.
3. 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 a.m. to 8:00 a.m. 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 crosswalk is not supervised December 1st through February 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. The back lot is used for drop-off and pick-up only.
4. 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.
5. Pick-up begins at 3:10 p.m. 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 not supervised starting December 1st through February 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 p.m. Due to hundreds of students being dismissed from the school students cannot be routinely dismissed from only the office.

Elementary School:

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 8:30 a.m. 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 p.m. 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 p.m. Again, due to safety concerns, 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.

Dress Code

Students and their parents are encouraged to select respectable 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:

- 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. Students that wear leggings or other form fitting pants must wear a shirt that completely covers their bottom.

- 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.
- 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.
- Any clothing or symbols that relate to gang symbols, gang membership, etc., may not be worn.
- Shoes must be worn. Sandals, high heels and flip-flops are discouraged due to injuries.
- In the Primary building students spend a lot of time on the carpet, girls are encouraged to wear shorts under skirts and dresses.

Students who dress in an inappropriate manner will be allowed to correct the situation and parents will be notified of the school's concern.

Eligibility for Extracurricular Activities

In order to participate in an extracurricular activity after school, (ie – concerts, sports, class parties, 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 (ie., Doctor’s appt., ortho appt. etc.)

Elementary:

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. In order 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 extracurricular activities.

Sports Concussion:

Student athletes must comply with Illinois’ Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District’s return-to-play and return-to-learn protocols.

Emergency Drills & Dismissal

Emergency Management Plan:

The Putnam County School District’s Emergency Management Plan is available in the district & Principal’s office and is updated annually with all appropriate emergency agencies involved in the review process.

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.

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.

Tornado Drills/Warning:

A tornado drill is conducted annually at PCPS/PCES. 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 are taking the child(ren) from the school premises and assume all responsibility for what may happen, regardless of the warning.

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 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 Blackboard Connect 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 using the district Blackboard Connect messaging system and your local radio stations.

English Language Learners (ELL)

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. 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.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Ronda Cross, Principal at PCPS, or Courtney Balestri, Principal at PCES.

Homeless Students

When a child (PK-12th) loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

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

The Putnam County CUSD #535 Homeless Liaison is Brandy Baele. She can be reached by calling 815-882-2800 (Option #1 or 2).

Homework Policy

Primary/PCES - Through review of previously taught content, each grade level will communicate homework procedures PreK-5th grade. The 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.

Requests for homework will be honored for students who are absent. Teachers will address the length of time a student has to complete and return the homework to school. Requests for homework should be made by contacting the school before 9:00 a.m.

Internet/Technology Acceptable Use Policy

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* each year, agreeing to follow the District's rules as a condition for using the District's internet connection. 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. 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 building principal will make all decisions regarding whether or not a user has violated this *Authorization*, his or her decision is final.

Lunch & Breakfast

Lunch is a \$1.90, breakfast is a \$1.05, milk only is \$0.35, and soy milk is \$0.85 which can be purchased by the day, week, or month. Students are not permitted to charge breakfast or lunch. Teachers will send breakfast, lunch money, and any of your instructions to the office every morning. All record keeping for the hot lunch program is maintained in the office. Putnam County Schools follow established policies and criteria for determining eligibility for free and/or reduced lunch or breakfast.

A parent, adult or special guest is welcome to join a student for lunch (this is limited to once a month). The cost for an adult school lunch is \$2.40. If you plan on eating hot lunch the office needs to be notified by 10:00 a.m.

Parents are welcome to bring lunch for their child or children during the lunch period but cannot bring lunch to any other student.

The lunch program operates as a debit account, not a credit account. 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 and 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. During the first 10 minutes students eat (no talking to encourage eating at this age) and the second 10 minutes students can talk quietly.

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 mail to the parent/guardian. Snack/Extra milk (0.35) and soy milk (0.85) is not included.

Elementary and Secondary Education Act (Formerly Known as: No Child Left Behind Act)

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).

A parent 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 ESEA guidelines. As well as its comprehensive provisions on school improvement, teacher quality, and instructional programs, ESEA 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 ESEA, 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.

Parent Advisory Committee (PAC)

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 twice during the school year, as noted in the District calendar. In addition to the District-wide scheduled times, teachers in grades PreK-5 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.

Party Invitations

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. Note: Birthday balloons are not allowed to be delivered to school due to the distraction to the learning environment.

Pesticide Application

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.

Preschool Home Visits

The purpose of the home visit is to provide support to the child and family and to bring an activity to help encourage and strengthen parent and child interaction. The teachers visit will last about 30-40 minutes and they will be scheduled throughout the whole year.

Preschool Screenings

Putnam County Primary School screens students entering preschool to identify and serve the most at-risk 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.

Because children grow and develop over time, students' screening data cannot be older than six months of the preschool placement date.

Putnam County provides two screenings a year, usually during the months of August and April. A third screening is scheduled if deemed necessary. Children may be screened by LEASE at locations other than Putnam County and request the screening results be shared with Putnam County to determine eligibility. Fall enrollment for the next school year is determined after each screening. If children are being screened at a location other than Putnam County Primary School, make sure the school has the child's screening results by May 1st.

Publishing Student ID/Picture/Information

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. Due to other students' public media restrictions, no one is allowed to take/post pictures of any child(ren) but their own.

Recess

Weather permitting, students have recess outside after lunch. When the weather is inclement, including a wind chill factor of 25 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.

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.

Registration

Preschool Registration/Enrollment Information:

Preschool for All program serves only 3-5 year old children who are not age-eligible for kindergarten (i.e., age 5 on or before September 1 of the school year in which the program is implemented).

Those children currently enrolled in the program remain in the program until they become eligible for kindergarten. When there are openings in the program, children are enrolled based on their at-risk status. The most at-risk children are enrolled first as determined to be the most at-risk by a screening identifying circumstantial risk factors, eligibility criteria, and information from the parent interview. At risk enrollment includes children from Early Intervention, Early Head Start, and Prevention Initiative.

Waiting List for Preschool:

When the Preschool program for Putnam County identifies more children who are in need of services than we have available spots, a waiting list is created.

At the time children are screened, points are assigned through the screening process and parent interview. Those children with the most at risk points are admitted into the program. If we have more children than spots, a waiting list is created and children with the most points are placed at the top of the list. After the most at-risk children are considered, then consideration is given to those at-risk children who will be attending kindergarten the following year.

As seats become available in the program, the parent of the child with the most points will be contacted to discuss admission into the program.

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, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive. 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 or reduced 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).

Residency

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

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.

Response to Intervention or Multi-Tiered System of Support (Rtl or MTSS)

Response to Intervention (Rtl) integrates assessment and intervention within a 3-tiered system to maximize student achievement. During the fall, winter, and spring universal screening of core content is reviewed to help determine students' strengths and weaknesses in the areas of reading and math.

All students receive Tier I Rtl as part of the classroom curriculum. If universal screening, along with classroom data, indicates a student is significantly below grade level in reading or math, then they will receive Tier II Rtl support. This support will consist of an additional thirty minutes of daily reading or math instruction. This instruction is a supplement, not a substitute for the reading or math instruction received from the classroom teacher. When students receive Tier II Rtl support they will be progress monitored every two weeks and their progress will be reviewed by a team every six weeks. A student may receive Tier III Rtl support if they have not made significant progress as determined by the team.

The focus of instruction during PreK-5th grade Rtl will be early writing strategies, phonemic awareness, phonics, fluency, comprehension, number sense, math facts, concepts and application, and computation to name a few. Communication is very important, so parents will be kept well informed of their child's growth and progress through reports and/or graphs depending on the level of intervention received.

Retention/Promotion

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.

Elementary:

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 by May 1st, including notification throughout the year.

Search & Seizure

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

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

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

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

Students:

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

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

Seizure of Property:

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

Social Networking Website Notification:

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

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.

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. Students may not be dropped off at school until 7:15 a.m.

Preschool class times are 8:15-10:45 a.m. or 12:15-2:45 p.m. Daily attendance is expected at the Preschool level. Failure to attend can jeopardize the student's enrollment in the state grant program.

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

Student Records**Instructional Material:**

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

The 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.

2. 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.

3. 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.

4. 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.

5. 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 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 nonemergency, invasive physical examination or screening as described above.

Surveys Requesting Personal Information:

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, antisocial, 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 program eligibility.

The student's parent/guardian may inspect the survey or evaluation, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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

Special Education

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. For more information, please contact Director of Special Services, at 815-882-2800, ext. 423.

Student Privacy Protections

Surveys Requesting Personal Information:

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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

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.

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.
2. 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.
3. The right to a copy of any school student record proposed to be destroyed or deleted.
4. The right to prohibit the release of directory information.
5. 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.

Suspicion-Based Drug and Alcohol Testing

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

Teacher Qualifications

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

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 PARCC test. **Additionally, 5th grade students take the Illinois Science Assessment.** This testing is required by the State of Illinois and is given in the spring on the dates determined by the State. In addition, PCPS & PCES students complete **AIMSweb Plus testing** in reading and math three times a year.

Title I

Title I is a federally funded program that provides instructional support for students experiencing difficulties in reading. Putnam County Schools provide a Title I program for students with an identified need in the area of reading. As of the 2016-2017 school year, the Primary and Elementary Schools will be approved for “schoolwide” status with the Board and State. Students PreK-5th grade can be served by the grant.

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.

If a student is eligible for Title I services, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

Parental Involvement:

The school and its teachers provide meeting times, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy. Parents will also receive monthly newsletters from the Title I teacher to keep them informed of what is transpiring with their child’s services and to share information on best practices for reading instruction. Parents will also be asked to complete a survey at the end of the school year in order to obtain feedback on programming and services.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

Parent Advisory Council	Contact: Carl Carlson, Superintendent of Schools
Preschool for All Grant	Contact: Ronda Cross, Primary School Principal
Title I Annual Improvement Planning	Contact: Ronda Cross, Primary School Principal
English Language Learners Grant	Contact: Courtney Balestri, Elementary School Principal

The school provides Parents/Guardians with access to:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- Timely responses to suggestions.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Ronda Cross, Primary School Principal.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Assurances:

Putnam County's Title I program has been designed and implemented in accordance to all requirements of the grant. The programming for the schools is coordinated by the Title I director. All instructions of the Title I program consult with the classroom teachers on a regular basis in order to insure a coordinated effort exists in the buildings.

Comparability of Services:

The required comparability documents are housed at Putnam County Primary School in the superintendent's office. These documents include: comparability report, the district wide salary schedule, board policy on salary and material equivalence among schools. PC pays it's Title I teachers according to his/her position on the negotiated salary schedule. At this time, PC has two title one teachers to serve the two buildings with K-5th grade students.

Allowable Costs Requirement:

Information pertaining to allowable costs is housed at Putnam County Primary School in the superintendent's office. Documents may include the following: class schedules, purchase orders, teacher schedules, excess program cost calculations and teacher contracts.

Needs Assessment:

Putnam County Primary and Elementary conduct an annual Title I needs assessment survey in the spring. The survey is based upon needs teachers identify to improve teaching and learning. The results of the survey can be found in the office of the Primary School or Elementary School.

Student performance will be measured utilizing AIMSweb Plus at the Primary School and the Elementary also uses the MAP assessment. Results are presented to parents during parent/teacher conferences or they are sent home with the student three times a year. Assessment data is utilized to determine if students are making adequate progress or if their intervention needs to be changed.

Student Selection Criteria:

Student selection may be based on any or all of the following multiple criteria: classroom performance, Lexia, AIMSweb, MAP, running records or a teacher's common assessments. Copies of the criteria are maintained by the classroom teacher or the Title I teacher.

Program Improvement and Evaluation:

Local evaluation of the Title I programming plan is an ongoing process. The Title I instructors may conduct pre and post tests on individual students. The assessment of the students in Kindergarten are a combination of local benchmarking and classroom assessment. Title I teachers are also responsible for gathering all information pertinent to effective evaluation of student progress while enrolled in the program. Instruments such as AIMSweb Plus, Fountas and Pinnell, MAP, etc., will assist in assessing decoding skills, fluency and comprehension.

Program Quality:

PC makes every effort to provide documentation of the quality of this program. Examples of this documentation may include any of the following:

- Minutes from data team meetings for student movement in the tiered levels of intervention
- Notes and records from conferences attended by those associated with Title I programming will be kept and housed in the teacher's classroom.
- Desired outcomes as outlined on the Title I application under program goals and objectives represent broad program goals. Specific goals and objectives for students enrolled in Title I can be found outlined in the teacher's lesson plans.
- Title I teachers maintain individual student progress folders which are located in the Title I classrooms.

Violent Offender Community Notification

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

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

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

Visitors

All doors to the buildings 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.

Weapons

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.

Withdrawal and Transfer

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.

HEALTH/WELLNESS INFORMATION

Accidents/First Aid/Illness

Safety is a top priority for students in Putnam County. 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 preferably 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.

Deciding to keep your child home from school is not always easy. It is important for children to attend school; but when a child is truly sick, they need to stay home to get well and prevent spreading illness to others. 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 can 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
- an open, draining wound that cannot be covered
- vomiting and/or diarrhea stools (if your child is sent home from school with either vomiting or diarrhea they should not return for 24 hrs after symptoms have stopped)
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.

2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Care of Students with Diabetes

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

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

Concussion Policy

See Eligibility for Extracurricular Activities

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Procedures are the following:

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

Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

The exam must be completed on the Illinois Certificate of Child Health Examination form, which includes a lead screening for students under seven and a diabetes screening. Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240).

Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

Eye Examination-All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

Dental Examination-All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

Please check with the school nurse if you have questions regarding immunization and health requirements.

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."

When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

- All medications must be transported to and from school by an adult
- Medication must be in original container with student's name clearly marked
- All medication forms must be renewed yearly
- The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medication left at the end of the school year will be disposed of properly by the school
- Antibiotics or other short-term medication that is given 3 times a day or less will not be given at school

Self-Administration of Asthma Inhalers and Epinephrine Auto-injector:

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form and Asthma Inhaler or Epinephrine Auto-injector Authorization Form. An Asthma Action Plan should also be requested from your child's doctor. The school and 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 agree to 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 asthma inhaler, or the storage of any medication by school personnel.

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

Sex Education/Safety

According to Illinois School Code: 105 ILCS 5/27-13.2, 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.

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

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Snacks and Birthday Treats

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be purchased/prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Students with Food Allergies and Chronic Illness

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 or school nurse at (815) 882-2800.

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.

Recommendation to Approve Commencement of Summer Projects

As superintendent, I recommend to approve commencement of summer projects. At the March 20, 2017 scheduled board meeting, a projected two year summer work list was provided to the board members for review. The biggest item on that list was high school lockers. That process was approved and is moving forward as planned. I am seeking approval for commencement on two other big projects. The exterior doors on the west side of the high school are desperately in need of replacement. They do not fasten securely, are beyond repair, and pose a safety issue by not keep weather out during heavy rain which leads to damaging the flooring. The other project seeking approval is the asphalt work for the junior high school playground. This area has deteriorated due to years of bus traffic that was rerouted a few years ago and is no longer allowed in that area. Also, the current materials is severely cracked and pieces are coming up and are loose. This also poses a safety issue for our student trying to play during recess and physical education. The architect will be involved in both processes due to permits needing to be requested. We have received various estimates from vendors and look to move forward, if approved, being fiscally responsible.

District Goal

Maintain fiscal responsibility to all stakeholders

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION EXECUTIVE SESSION AGENDA
May 15, 2017
6:30 p.m.

- I. Administrative and non union raises

- II. Summer maintenance wages

- III. Hires:
 - A. Abby Delvallee – 1st grade
 - B. Michelle Erickson – ES special education
 - C. Carmela Rodriguez and Bethany Newsome – HS summer school
 - D. Summer school staff per Mrs. Balestri’s list on Boardbook)
 - E. Extra curricular positions – HS – per lists on Boardbook
 - F. Extra curricular positions – JH – per list on Boardbook

- IV. Resignations:
 - A. Ann Lamboley – board of education secretary
 - B. Chloe Judd – JH cheer coach

- V. Maternity leave:
 - A. Jennifer Smith

Recommendation for Administrative and Non-Union Raises

As superintendent, it is the recommendation to approve 2% raises for the principals. This is the average raise in the collective bargaining agreement, and we typically have utilized the percentage in the CBA during the year of negotiations. It is also the recommendation to approve the 2% raise for the other non-union employees such as social workers, district administrative assistant, bookkeeper, and pupil personnel services secretary. I would also like to recommend approving a significant raise to Adam Bozarth, District Technology Director. Adam has his General Administrative License. I would like to have Adam be involved in the staff evaluation process. The new staff evaluation tool and requirements are extremely time consuming and his ability to evaluate paraprofessionals, tech aides, technology teachers, etc. would be extremely beneficial. I did comparisons with surrounding districts and their salary for similar position and duties. Currently, surrounding districts are paying \$10,000-\$25,000 more than we do. Adam is a tremendous asset to our district and does an excellent job. I recommend that we provide a \$10,000 increase to his salary to remain competitive and retain his service. We have staff members retiring, positions we are not refilling, and new hires that are not a deep into the salary schedule. Currently, we show a savings in salaries over \$200,000 next year. With his salary aligned, he would move forward with future raise recommendations the same as other non-union staff members.

District Goal

Maintain fiscal responsibility to all stakeholders

Demonstrate increased academic achievement for all students

Summer Worker Wages 2017 - Anticipated

As Superintendent, I recommend approval for the Summer Worker wages.
 District Goal: Maintain fiscal responsibility to all stakeholders

	<u>Hourly Wage</u>	<u>Projected Hours</u>	<u>Total Salary</u>
Brea Schorn	\$9.50	226	\$2,147
Teresa Gallup	\$8.50	226	\$1,921
Sandy Andracke P/T	\$8.50	180	\$1,530
Stacy Veronda P/T	\$8.50	180	\$1,530
Connor Bean	\$9.50	300	\$2,850
Jace Schorn	\$8.50	226	\$1,921
Hope Keller	\$8.50	226	\$1,921
Jared Sale	\$9.50	300	\$2,850
Matt Gimbal	\$9.50	300	\$2,850
Luke Carlson	\$8.50	226	\$1,921
Seth Carlson	\$9.50	300	\$2,850
Jared Olson	\$8.50	226	\$1,921
Cody Ballerini	\$8.50	226	\$1,921
Ashlyn Haage	\$8.50	226	\$1,921
Josh Tonozzi	\$9.50	300	\$2,850
Lindsey DiazDeLeon	\$8.50	226	\$1,921
Chris Walker	\$10.50	200	\$2,100
Lynette Olson	\$10.50	300	\$3,150
		<u>4394</u>	<u>\$40,075</u>
Summer Work 2016		4170	\$37,743

The projected hours for summer work in 2017 is higher than what will probably be worked. There will be many students that will be attending summer camps, vacations, etc that will reduce projected hours. As summer projects draw to an end, some summer staff are released early and that will reduce projected hours. Even with the higher hours projected, the overall salary predicted is \$2,332 higher than last year's total. We have budgeted around \$37,000 a year for summer work - We are over that due to Josh Tonozzi wages. We have quite a large amount of funds left in the Maintenance Supervisor salary that will easily offset the difference.

ages as listed.

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Abby Delvallee

946 E County Road 1725th • Lacon, IL • 815-481-2626 • abbydelvallee@gmail.com

SUMMARY

Dedicated and student-focused teaching professional who is committed to providing a supportive and engaging learning environment for all students.

HIGHLIGHTS

- Excellent classroom management
- Innovative thinker
- Lesson planning expertise
- Creative student engagement
- IEP familiarity
- Technology integration
- Strong communicator
- STEM lessons
- Professional development

EXPERIENCE

Midland Elementary School

1st Grade teacher

August 2016-Current

3rd Grade teacher

August 2015-August 2016

- Conduct small group and individual classroom activities based on differentiated learning needs to ensure all students are learning at full potential
- Implemented flexible seating allowing students to take control of their own learning
- Planned and managed diverse class projects, field trips, as well as other experiential activities, and successfully guided students in learning from those activities
- Developed and prepared successful STEM lessons for at school with at home extensions
- Created the annual Living Wax Museum for third grade
- Administered PARCC testing, Aims web Testing, and MAP testing
- Utilized technology for many lessons
- Member of the Building Leadership Team, Technology Committee, and Reading Committee

7th Grade Volleyball Coach

Midland Elementary School

August 2016 - Current

- Created and ran up-to-date and relevant drills. Monitored the academic performance of student-athletes in addition to their athletic progress. Adhered strictly to rules and regulations from the IESA

7th and 8th Grade Cheerleading Coach

Oglesby Elementary School

November 2012

- Conducted Practices in a lively, organized manner for 20 junior high girls, as well as arranging accommodations for participating students with special needs.
- Originated the annual "Little Kickers" Program

ACADEMIC PREPERATION

Bachelors of Science in Education – December 2014

Illinois State University

Endorsements: Reading Teacher, Language Arts, Social Studies

Minor in Children's Studies – December 2014

Associates of Science – May 2012

Illinois Valley Community College

Abby Delvallee

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TEACHING LICENSE/CREDENTIALS

CREDENTIAL CENTER					
License / Approval Type	Applied	License Expires	License Registration Fees Expire	PD Recorded/PD Required	Status

Professional Educator License (PEL)	12/29/2014	06/30/2020	2020	32.00/120	Issued
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Endorsements	Applied	Issue Date	Status
Elementary Education (Self Contained General Education)	12/29/2014	12/29/2014	Issued
Language Arts	12/29/2014	12/29/2014	Issued
Reading Teacher	12/29/2014	12/29/2014	Issued



Rhonda Cross
Principal
Putnam County Primary School
400 E. Silverspoon
Granville, IL 61326

Dear Mrs. Cross,

It is with enthusiasm and interest that I am writing as an applicant for your current posting for a first grade teaching position at Putnam County Primary School.

Since I began teaching, I have been passionate in my commitment to the classroom. Teaching in the elementary school level requires certain skills that I believe I possess. I am a creative, energetic, and passionate individual eager to help shape students into life-long learners.

I have coached cheerleading and volleyball at the Junior High level and volunteered at many youth recreation camps. Through these experiences I developed a strong admiration for coaching and leading organized groups as well.

My experiences as both a third grade and first grade teacher have presented me the opportunity to interact with diverse student populations and engage them in learning. Using a variety of teaching methods, providing high-interest learning material, as well as the careful modeling and scaffolding of new skills, I strive to ensure that every student achieves excellence.

I am confident that my passion and skills will be an asset to students' learning. I would love the opportunity to work for your school. I look forward to hearing from you in the near future; you can contact me at (815) 481-2626. Thank you for your time and consideration.

Sincerely,

Abby Delvallee

Abby Delvallee Recommendation

April 13, 2017

It is my pleasure to have this opportunity to recommend Miss Abby Delvallee for your consideration. Even though I have only known Miss Delvallee as her interim principal and supervising evaluator since January, she has greatly impressed me as a teacher. I have had the pleasure of observing her many times both informally and formally in her classroom. Abby is a reflective educator in every sense questioning each activity and approach that she chooses and each delivery decision that she makes. She is not afraid to ask for help from her mentor, colleagues, and administrators. She has used her plan time to observe other teachers, and has invited them and administrators in to observe and provide honest feedback on her teaching. She is definitely beyond her years in her willingness to honestly evaluate herself in order to improve.

Implemented flexible seating in the classroom:

- Giving students responsibility for their own learning
- Improving student attentiveness and motivation
- Self-responsible for behavior and conflict resolution

Solid family engagement and relationships:

- Weekly Newsletters
- Family conferences and Student growth updates
- Interactive Classroom App with digital updates and classroom pictures
- Family events in the evenings

Instructional Best Practices leading to consistent student growth:

- Creating hands-on engaging lessons resulting in 100% participation
- Differentiating learning for growth of each student
- Student driven discussions and projects

I can attest to Abby's outstanding work ethic and convictions for being a student-centered teacher; she will undoubtedly be a capable and strong addition to your faculty. If I can be of any additional assistance, please contact me at (815)751-3769 or atilton66@outlook.com.

Respectfully submitted,



Ann Tilton

Debbie Pletsch
4465 Hatton Rd.
McNabb, Illinois 61335
(815) 488-1069
dpletsch@perued.net

March 12, 2015

To whom it may concern:

It is my pleasure to write this recommendation for Abby Delvallee. She was a student teacher during the fall semester in my second grade class of 24 students, at Peru Washington Elementary School, in Peru Illinois.

Even before Abby entered the classroom, it was immediately evident that she had a love for the profession as well as the students. She went above and beyond to gather knowledge and experience to enhance her new role of student teacher. She met with the second grade team during the summer and sought the team's advice about teaching. In addition, Abby took the initiative to research our new spelling program "Words Their Way," and shared her findings with the team.

Once in the role of student teacher, Abby developed a sincere, caring relationship with each and every child, recognizing the diversity. She always provided well thought out, detailed lesson plans that met each students unique needs. Her lessons included hands on activities that engaged the students with enthusiasm. She also created a classroom with visuals that compelled the students interest, and was educationally effective. She also signed up for many school committees, and effectively communicated with team members.

Ms. Delvallee demonstrated professionalism throughout her time of student teaching. She actively pursued feedback and accepted constructive criticism. She consistently showed progress throughout the school year. Abby has an excellent work ethic, excellent organizational skills, as well as time management skills. She has developed great teaching abilities and is also resourceful and flexible.

I highly recommend Abby for a teaching position. She will be a welcome addition to your school district. Should you desire additional information, please feel free to contact me at (815) 488-1069 or email me at dpletsch@perued.net.

Sincerely,



Debbie Pletsch

March 29th, 2016

To Whom It May Concern,

Abby Delvallee is a stand-out candidate for any elementary teaching position. As her mentor this year, I can confidently refer her because of her professionalism, ingenuity, and positive attitude.

Miss Delvallee has built many positive professional relationships at Midland Elementary school with teachers and parents as well. I have often heard co-workers refer to her as creative, thoughtful, and insightful. I have found all of these to be true when working with her throughout the year. She has always made herself available by volunteering her time to committees such as our school math committee where she helped plan and organize a family math night. She has also brought a positive attitude and sense of collaboration through challenging changes in the teaching profession such as aligning the Common Core Standards to our lessons and understanding the Danielson Model. Miss Delvallee works extremely well with her team because she brings much knowledge about what will work best for kids, yet she is also open to others' input and suggestions.

Additionally, when you see Miss Delvallee interact with her students, you realize and understand the care and thought she takes with each student. She takes the time to know and empathize with her students on an individual level. Her care and concern for her students cause her to seek every avenue possible to make her students feel successful and cared for each day.

You can also be assured that Miss Delvallee is open to change. She is a team member in every sense of the word. Because she knows her students depend on her, she seeks to be the best teacher she can be. Learning, seeking out others, and lifting up others are all ways that she has proven that she can be an integral part of any school and faculty. For all of these reasons and more, I confidently recommend Miss Abby Delvallee as a teaching candidate for your school.

Sincerely,

Kristal A. Toman

4th Grade Teacher

Midland Elementary/Middle School

Sparland, IL 61565

Abby Delvallee

946 E County Road 1725th • Lacon, IL • 815-481-2626 • abbydelvallee@gmail.com

PROFESSIONAL REFERENCES

Mr. Mark Zotz

Interim Principal
Midland Elementary School
Mzotz7@gmail.com
309-264-1061

Mrs. Ann Tilton

Interim Principal
Midland Elementary School
atilton@midland-7.net
309-469-3131

Mrs. Debbie Pletsch

2nd Grade Teacher
Peru Public School
dpletsch@perued.net
815-488-1069

Chief James Knoblauch

Chief of Police/President of School Board
Oglesby Police Department
Knoblauch4@att.net
815-228-9108

Mr. Jeff Rieffel

Golf Course Administrator
Tall Oaks Country Club
Jrieffel22@hotmail.com
815-257-1717

Successful Lesson Plans

Why I teach

- Share my enthusiasm and passion for learning
 - Create lifelong learners inside and outside of the classroom
 - Provide students with a safe and caring atmosphere
- ## What I teach
- Critical, creative, and abstract thinking
 - All students can achieve excellence

TEACHING PHILOSOPHY

How I teach

- Through variety of teaching methods
 - Considering all learning styles
 - Use of high interest learning materials
 - Scaffolding and modeling of new skills
- ### How I measure my effectiveness
- Constant communication between students and parents
 - Reflective practice
 - Authentic assessments

Successful Lesson Plans

Identifying and using action verbs 2nd Grade

Designed and created life-size character named "Vieki Verb" for classroom. Students write a verb (ex- kicking, singing, listening) on a sticky note and stick the verb to the part of Vieki Verb which would perform that action. Lesson followed by an interactive Smartboard activity and verb charades. Students were assessed by how well they used the verb in the sentence when answering in verb charades.



Living Wax Museum 3rd Grade

Students picked a historical figure to research using Chrome books, encyclopedias, and nonfiction texts. They then wrote a guided research paper on their historical figure. Together we worked on citing sources, and organizing information into categories. When research was over students created a speech and dressed up as their historical figure. The Living Wax Museum was presented to parents and other classes.



Classroom Management

Positive reinforcement

-praising students for specific actions

Behavior Charts

-Visual of individual goals

Clapping, sayings, signals

-Listening techniques

Group Character Pieces

-Whole class goals

Student centered

- Students are the "teachers"

PBIS

- Monthly celebrations

"Children must be taught how to think not what to think"

Marshall Karp

Communication

Communication is essential in a functioning classroom. Throughout this school year I communicated not only with my mentor teacher but also with coworkers, administrators, students and families. I am a strong believer in constructive communication going home to parents. I believe it is important to inform parents of the positive actions of students instead of only when discipline is necessary. Throughout my teaching career, I've sent home weekly newsletters and administered parent-teacher conferences. I also communicate with parents through a classroom app.

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education"

-Martin Luther King Jr.

Strengths

- Dedicated
- Compassionate
- Creative
- Eager and enthusiastic
- Flexible and adaptive
- Innovative

Putnam County Primary School

400 E. Silverspoon Street

Granville, Illinois 61326

RECOMMENDATION FOR HIRING SUMMER SCHOOL STAFF

I am making my final recommendation for the first grade teaching position. I posted the position for over three weeks internally and externally on the Illinois Job Bank. We received 24 letters of application and interview 6 candidates with a team approach.

- Recommendation for hiring: Abby Delvallee

Abby will come to us with two years of experience from Midland Unit District. Ms. Delvallee has her reading endorsement and is looking forward to focusing her professional development in the area of reading instruction.

Michelle L. Erickson

299 E. Lincoln St. #2 • El Paso, IL 61738 • mlerickson02@gmail.com • (309)212-3221

April 13, 2017

Ms. Courtney Balestri
326 S. 5th St.
Hennepin, IL 61327

Dear Ms. Balestri,

With great excitement, I wish to apply for the special education teaching position at your school. I found this position in the Illinois Education Job Bank online system.

I currently hold a Type 03 Illinois teaching license with endorsements in Middle School Language Arts and Social Science, and I will be earning an LBS I endorsement from Western Illinois University in June 2017. I completed my undergraduate teaching education at Illinois State University, where I was able to work closely with students of various ages through clinical experiences, in addition to my regular coursework. I also gained valuable experience through substitute teaching in grades Pre-K through high school, along with an abundance of new ideas that I will take with me into my teaching career. Given my firm belief that with the right tools and highly effective instruction, *all* students can learn and be successful, I am eager to apply my knowledge of special education and collaborative problem solving in order to best meet the needs of all students.

My education, employment, and life experiences have well prepared me for the challenges and rewards that this position would involve. I also value the small town, rural atmosphere that your school resides in. Being born and raised in Granville and growing up within the Putnam County school system myself, I truly understand and appreciate the benefits of community involvement within the school system.

I am confident that I would be an outstanding teacher at your school. I work well with others, and I am committed to helping *all* students succeed. I would greatly appreciate an opportunity to further discuss with you how I can contribute to your school. Thank you in advance for your consideration.

Sincerely,

Michelle Erickson

Michelle L. Erickson

299 E. Lincoln St. #2 • El Paso, IL 61738 • mlerickson02@gmail.com • (309) 212-3221

Education

LBS I Endorsement (*Pending*), June 2017
Western Illinois University, Macomb, IL

Bachelor of Science in Elementary Education, December 2008
Illinois State University, Normal, IL

Endorsements: Middle School Language Arts and Social Science

Associate's in Applied Science Degree, June 2006
Heartland Community College, Normal, IL

Substitute Teaching Experience

Substitute Teacher, (grades Pre-K through 12); January 2009-March 2011
Bloomington School District 87 & Pontiac School District 429

- Substitute taught in both general education and special education classes.

Student Teaching and Related Experience

Student Teacher, August 2008 - December 2008
Sheridan Elementary School, Bloomington, IL

- Assumed full teaching responsibility for a culturally, economically and academically diverse class of 27 fifth grade students
- Planned and taught student-centered lessons in all subject areas utilizing differentiated learning and incorporating technology such as the SmartBoard into lessons whenever possible
- Attended all faculty meetings, IEP meetings, in-services and parent-teacher conferences
- Utilized PBIS procedures for behavior management.

Clinical Student Teacher, April 2008

Washington Elementary School, Bloomington, IL

- Observed and assisted in a fourth grade classroom of 24 students via whole group, small group, and one-on-one assistance
- Planned and taught lessons in all subject areas.

Reading Tutor, Fall 2007

Parkside Elementary School, Normal, IL

- Conducted initial literacy assessment
- Planned and taught literacy lessons for a first grade student

Program Coordinator (Chenoa After-School Program), January 2007-May 2008
Boys and Girls Club of Prairie Central, Chenoa, IL

- Planned and implemented activities for children ages K-eighth grade.
- Provided a safe, enriching after school environment
- Supervised 40-50 children and 2 staff members on a daily basis at the club.
- Communicated with parents and family members of club members on a daily basis to maintain positive relationships

Tutor, January 2007-May 2007
Davenport Elementary School, Eureka, IL

- Assisted a third grade student in all subject areas via one-on-one assistance.

Additional Experience

Underwriting Assistant, March 2011-Present
Clemens and Associates, Bloomington, IL.

- Worked closely with a team of insurance agents and underwriters while assisting with insurance-related inquiries, requests, and transactions
 - Assisted in underwriting commercial truck and limousine insurance
 - Instructed policy holders and agents on insurance coverage and transactions
 - Prioritized tasks and managed time effectively in order to maximize productivity.
-

References

Christine Anderson, Ph.D.

*Associate Professor of Special Education
Special Education Graduate Coordinator and Advisor
Curriculum & Instruction Department
Western Illinois University
3300 River Drive
Moline, IL 61265
(319) 651-1684*

Messina Fletcher

*Cooperating Teacher, Sheridan Elementary School
1403 W. Walnut
Bloomington, IL 61701
(309) 828-2359*

Nicole Winterland

*Executive Director, Boys and Girls Club of Prairie Central
708 North First Street
Fairbury, IL 61739
(815) 692-2423*

Putnam County Elementary School special education teaching position for the 2017-18 school year:

Recommendation: Ms. Michelle Erickson

An interview committee consisting of one special education teacher, one general education teacher and myself conducted interviews to fill the special education vacancy for the 2017 - 18 school year. 5 interviews were scheduled for this position. After conducting interviews, Ms. Erickson's strong passion for special education and knowledge of best practices make her an outstanding candidate for this position. Ms. Erickson's willingness to collaborate and determination set her apart from other candidate. It is for these reasons I that would like to recommend Ms. Michelle Erickson for the PCES special education teaching position.

402 East Silverspoon Ave.
Granville, Ill. 61326



Office (815) 882-2800
Fax (815) 339-2628

Putnam County High School
Mr. Clayton J. Theisinger
Principal

May 5th, 2017

Board of Education:

The position of Summer School Teacher was posted as a vacancy on March 15, 2017. We received four applicants within the posting period. I informed the four applicants that based on previous summer school programming, all four would be hired if enrollment validated the need. I remained in contact with the four applicants throughout March and April in regards to registrations.

Previous summer programming was as follows: The summer program had two nine-day "semesters" with two different classes of students. A teacher was assigned one semester with one class of students for a total of four hired teachers. This arrangement allows students to engage in a varied curriculum and learn through different means.

Due to low enrollment in the summer course this year, though, the recommendation is to reduce the number of teachers to two and only offer one cohort. The reduction will preserve the integrity and differentiation of the curriculum but eliminate excessive hiring.

Based upon current teaching assignments and previous experience, the following individuals are recommended for hire:

- Mrs. Carmela Rodriguez
- Ms. Bethany Newsome

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'CJ Theisinger', written in a cursive style.

Clayton J. Theisinger

summer school interest

2 messages

Rodriguez, Carmela <rodriguez@pcschools535.org>
To: Clayton Theisinger <theisinger@pcschools535.org>

Thu, Mar 16, 2017 at 2:40 PM

Hi Clay,

Although we have already had discussions, please consider this my "official" statement of interest in teaching summer school this year.

Thanks,
Carmela

Summer School

2 messages

Newsome, Bethany <newsomeb@pcschools535.org>
To: Clayton Theisinger <theisinger@pcschools535.org>

Thu, Mar 16, 2017 at 8:22 AM

I am writing today to express my interest in teaching summer school at PCHS.

Thank you!

--

Bethany M. Newsome
English 3, English 4
Adv. Composition & Adv. British Literature
Putnam County High School
402 E Silverspoon Ave.
Granville, IL 61326
815-481-7223

The following staff members are being recommended for summer school employment:

Primary: Katie Sobkowiak and Jennifer Smith

Elementary: Chelsi Straughn and Monica Frund

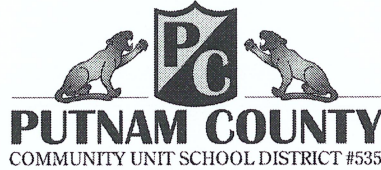
Junior High: Amy Carboni and Kristen Erickson

Paraprofessional: Jennifer Trovero

Rationale:

The teachers listed above have expressed interest in teaching summer school. All listed candidates are highly qualified and current PC employees.

402 East Silverspoon Ave.
Granville, Ill. 61326



Office (815) 882-2800
Fax (815) 339-2628

Putnam County High School

Mr. Clayton J. Theisinger
Principal

Mr. Christopher Newsome
Assistant Principal
Athletic Director


May 11th, 2017

Board of Education:

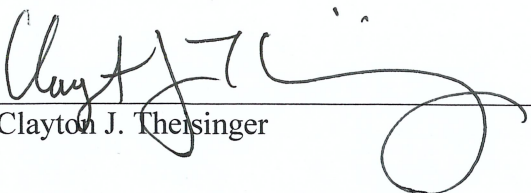
The following individuals are being recommended for re-hire in the extra-curricular capacity as listed:

Josh Nauman – Boys Golf
Chelsi Straughn – Girls Golf
Chuck McConnell – Cross Country
Chris Newsome – Fall Baseball
Amy Bell – Varsity Volleyball
Jared Sale – Varsity Girls Basketball
Chelsi Straughn – JV Girls Basketball
Jim Vipond – Soph. Boys Basketball
Brad Passini – Freshman Boys Basketball
Jerry Kriewald – Wrestling
Brooke Veronda – Panteras
Samantha Casey – Cheerleading
Tyler Ellena – Scholastic Bowl
Chris Walker – Varsity Softball
Lynette Olson – Asst. Softball
Angie Augspols – JV Softball
Chris Newsome – Varsity Baseball
Jared Sale – Asst. Baseball
Kyle Anderson – JV Baseball
Melissa Carlson – Girls Track & Field
Chuck McConnell – Boys Track & Field
Kyle Goetsch – Bass Fishing

Respectfully Submitted,



Christopher Newsome



Clayton J. Theisinger

402 East Silverspoon Ave.
Granville, Ill. 61326



Office (815) 882-2800
Fax (815) 339-2628

Putnam County High School
Mr. Clayton J. Theisinger
Principal

May 12th, 2017

Board of Education:

Based on observations and program objectives, the following individual is recommended to be rehired for the associated positions for the 2017-2018 school year:

- Mr. Christopher Newsome – Fall Baseball
- Mr. Christopher Newsome – Baseball (Regular Spring Season)

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'CJ Theisinger', is written over a light grey horizontal line.

Clayton J. Theisinger



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

Putnam County Junior High School

Michael Olson, Principal
olsonm@pcschoools535.org

13183 N 350th Avenue
McNabb, IL 61335

Phone-815-882-2800 opt. 3

Fax-815-882-2299

Recommendation to Hire for 2017-2018 School Year

I recommend the following people for the following extra-curricular positions for the 2017-2018 School year at PCJH.

- **Head Boys Baseball Coach- Jarod Sale**
- **Assistant Boys Baseball Coach- James Carboni**
- **Head Softball Coach- Chris Walker**
- **Assistant Softball Coach- Lynette Olson**
- **8th Grade Girls Basketball Coach- Kylie Scherf**
- **7th Grade Girls Basketball Coach- Chad Hannon**
- **6th Grade Girls Basketball-TBA**
- **5th Grade Girls Basketball-TBA**
- **8th Grade Boys Basketball Coach- James Carboni**
- **7th Grade Boys Basketball Coach- TBA**
- **6th Grade Boys Basketball-TBA**
- **5th Grade Boys Basketball-TBA**
- **8th Grade Volleyball- Kyle Anderson**
- **7th Grade Volleyball- TBA**
- **6th Grade Volleyball-TBA**
- **Boys Track Coach- James Carboni**
- **Girls Track Coach- Cortny Hannon**
- **Cheerleading Sponsor- TBA**

Submitted by Mike Olson, PCJH Principal- May 11, 2017

May 9, 2017

Mr. Carlson and PC Board of Education:

I am writing to inform you that I am resigning my position as secretary for the board of education effective June 30, 2017. I have enjoyed serving in this capacity and thank you for the support that you have given me along the way. It has been an honor to serve you and our district.

Sincerely,

A handwritten signature in cursive script that reads "Ann P. Lambole". The signature is written in black ink and is positioned above the printed name.

Ann P. Lambole

Good morning! I've been really think about cheer for next year and I've unfortunately decided I will not be able to do it next year therefore I will resign my position. I'm unsure if I will be going to ivcc next year so i might not be around for the cheer season. I am ready to do cheer try outs whenever. Just let me know when a good week would be. Thank you! -chloe judd

April 21, 2017

Dear Putnam County School Board Members,

My husband Ryan and I are pursuing an anticipated adoption. I am hoping to take a 12 week maternity leave to welcome a new baby to our home. The baby's anticipated due date is September 28th, 2017. If everything works out according to plan, I will begin my maternity leave approximately in late September and I will return to school after Winter break. We are excited to see how our adoption journey unfolds and truly appreciate your support.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer J. Smith". The signature is written in a cursive, flowing style.

Jennifer Smith
Reading Specialist/Title I Teacher
Putnam County Primary