Regular Meeting

Monday, March 20, 2017 6:00 PM
Central 301 District Office, 275 South St, P.O. Box 396, Burlington, IL 60109

1. **Call Meeting to Order - President Kellenberger**
A. Roll Call
B. Approval of Agenda
2. **Pledge of Allegiance**
3. **Public Open Forum**
A. Recognition of Visitors
B. Public Comments
C. Student Recognition
4. **Action Reports**
A. Consent Agenda
1) Minutes
a. Minutes February 21, 2017
B. Treasurer's Report
1) Payment of Bills
C. Board Policy 6:20 Field Trips
D. Approve German II Textbook Adoption
E. Award Phase II BIds
F. Award Library Furniture Bids
G. Award Cardio Room Bids
H. Award Weight room Bids
I. Fox Valley Career Center Joint Agreement
J. Approve FFA Overnight Trips
K. Resolution to Dismiss Certified Part-Time Teachers
L. Resolution Honorably Dismiss Teachers
M. Resolution to Dismiss First, Second or Third Year Probationary Teachers
5. **Information Reports**
A. Committee Reports
B. Construction Update
C. Community Forum Event to Meet Board of Education Candidates
D. High School Student Parent Handbook
E. Middle School Student Parent Handbook
F. Elementary Student Parent Handbook
G. ELL Textbook Adoption
H. Negotiations Update
I. Enrollment Report
6. **FREEDOM OF INFORMATION (FOIA)**
A. Sheet Metal Workers 30 - Sulema Griffin requested information regarding the HVAC Constructor at Central High School.
B. SmartProcure - requested purchase order information from 11/27/16 through present.
7. **Executive Session**
A. *"The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against the legal counsel for the District to determine its validity [5 ILCS 120/2(c)(1)].*

B. Open Session
C. Action Items from Closed Session
8. **BOARD OPEN FORUM**
9. **Adjourn**

Central Community Unit School District 301
Board of Education Minutes

Where:	Central High School Library	Meeting:	Regular
Date:	February 21, 2017	Time:	6:00 p.m.

Board Members Present	
Gorman, Jeff	N
Marlovits, Jan	Y
Penar, Mitch	Y
Perry, Maggie	Y
Rabe Laura	Y
Schmitt, Duane	Y
Kellenberger, Jeff	Y

Administrators Present	
Stirn, Todd	Y
Mongan, Esther	Y
Pflug, Daina	Y
Ahlsted, Carrie	Y
Bushman, Kristine	N
Diversey, Steve	N
Duffield, Tracie	Y
Haug, Matthew	Y
Jurs, Rebecca	Y
King, Jeff	Y
Lewis, Kim	Y
McCastland, Kerrie	Y
Mirenda, Pamela	N
Paszt, Alex	Y
Polowy, Dan	N
Potsic, Mike	Y
Salamone, Julie	Y
Schreiber, Jill	N
Schuth, Daniel	Y
Testone, Chris	Y
Tobin, Brian	Y
Vaughn, Michelle	N
Walter, Carie	N

Roll Call — Roll call was taken at 6:00 p.m.

Present: Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger
Absent: Gorman

Agenda — Motion by Schmitt second by Marlovits to approve the agenda as presented.

Voting yes: Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger
Voting no: None
Absent: Gorman

Consent Agenda — Motion by Perry second by Marlovits to approve the consent agenda as presented.

Voting yes: Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger
Voting no: None
Absent: Gorman

Girls Track Trip	Due to a scheduling change the girls track team will not need to stay overnight. Item cancelled.
Wrestling Overnight Trip	Motion by Schmitt second by Marlovits to approve the overnight trip to the State wrestling tournament as presented. Voting yes: Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger Voting no: None Absent: Gorman
School Bonds	Motion Schmitt second by Perry to approve the resolution providing for the issue of not to exceed $22,000,000 General Obligation School Bonds, Series 2017, for the purpose of building and equipping classroom and field house additions to and altering, repairing and equipping the Central High School Building and improving the site thereof, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof Voting yes: Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger Voting no: None Absent: Gorman
Safety Hazard	Motion by Perry second by Marlovits to amend and approve the addition of two points on Illinois Department of Transportation Application for a Serious Safety Hazard Finding at Nesler Road and South Street as presented. Voting yes: Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger Voting no: None Absent: Gorman
Executive Session	Motion by Perry second by Marlovits to adjourn open session and enter into executive session at 6:55 p.m. Voting yes: Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger Voting no: None Absent: Gorman
Open Session	Motion by Perry second by Schmitt to adjourn executive session and return to open session at 8:06 p.m. Voting yes: Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger Voting no: None Absent: Gorman

Personnel Report — Motion by Schmitt second by Penar to approve the personnel report for February as presented.

Voting yes: Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger
Voting no: None
Absent: Gorman

Adjourn — Motion by Penar second by Schmitt to Adjourn at 8:37 p.m.

Voting yes: Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger
Voting no: None
Absent: Gorman

BOE Meeting

1. Roll Call
2. Pledge of Allegiance

3. Public Open Forum
   - 3.1 Recognition of Visitors –President Kellenberger and Dr. Stirn welcomed guests and Administrators. Principal Testone shared the results of the State Wrestling Tournament. Austin Macias (Junior) won first place and is the State Champion for his weight class and Nick Termini (Sophomore) placed sixth in the State.
   - 3.2 Public Comment – No public comment.

4.0 Action Items
   - 4.1 Consent Agenda –Revenues for the month are tracking at 48.10% compared to 40.80% last year. Expenditures are at 49.57% compared to 48.59% last year. The District received the final transportation categorical for 2015-2016 school year. No payments have been received for the 2016-2017 school year other than General State Aid and some driver education reimbursement. The District received impact fees for 16 new homes in January for a total of $118,680.28 and also received impact fees for 8 homes in February for a total of $47,774.85. President Kellenberger asked what the large payment to NIA was for in the bills payable report. It is for Northern Illinois Association, they provide services to our special education students (occupational therapy and physical therapy).

   - 4.2 Girls Track Trip - Due to a scheduling change the girls track team will not need to stay overnight but will still participate in the event. Item cancelled.

   - 4.3 Overnight Wrestling Trip – Three wrestlers placed to compete in the State Wrestling Meet. Senior Eric Hansen, Junior Austin Macias and Sophomore Nick Termini will travel to Champaign. Austin Macias took first place and Nick Termini placed sixth in the state. Congratulations!

   - 4.4 School Bonds – This resolution provides for the issue of $22,000,000 General Obligation School Bonds, for the purpose of building and equipping classroom and field house additions to and altering, repairing and equipping the Central High School Building and improving the site

4.5 Approve Illinois Department of Transportation Application for a Serious Safety Hazard Finding - Transportation Director Duffield reported her findings that the intersection of Nesler Road and South Street is a serious hazard for students to cross Nesler Road. The hazardous route must have a minimum of 12 hazardous points to designate an area a serious hazard. The Board of Education can add up to two additional points to the report. If approved by IDOT as a serious hazard all Prairie View students will continue to receive busing, and the intersection will be reviewed annually.

5.0 Information Reports

5.1 Committee Reports –

CCC – The K-12 Technology Subcommittee met. Students and staff are being surveyed on the use of computers in the classroom and how they affect buildings throughout the district. Staff will soon receive training on Papercut. Papercut is a program that requires staff to us their fob to print their documents security at any printer in the district. Defined Stem was piloted at the middle school. This program provides resource materials at various sites. Good feedback has been received. The subcommittee is reading an article on digital citizenship. Digital citizenship covers proper use and care of technology, copyright laws, safe use of sites, etc. Keyboarding continues to be an on-going investigation – it is currently taught in third grade but how much is it affecting student success. Some of the buildings' parent groups have purchased technology programs for their schools and there is a possibility that other schools could benefit from some of the same programs. A vetting process will be established to ensure equity. Canvass is now available through Google to lessen the times a teacher has to log in.

DLT – The DLT met and revisited the 2018-2019 calendar. The committee is recommending to keep fall parent teacher conferences the week of Thanksgiving and move the spring conferences to earlier in the spring. The 5essentials survey closed at the end of the month. Results will be shared later in the spring. Mike Potsic attended the meeting and shared screeners for identifying students at risk. The middle school will be using some of the same screeners.

ER Preparedness – District protocols were reviewed and Principal Jurs is updating all protocols. Changes will go to the Regional Office of Education. Protocols are reviewed on an annual basis. Chris Biggs brought in Oswego's protocols for the committee to compare to our protocols. Camera updates are being looked at for the construction sites, which is tabled until next month. Jim Rauscher is a parent in district on Elgin Police Department and may be able to assist with that. A new law requires schools to install CO2 detectors, through the ROE all Kane county school districts were purchasing these detectors together but there is an issue with the one that was chosen. March 3rd, West Aurora is hosting an Alice training. We do not do Alice training here, a component of Alice is to fight back, we encourage people to get to a safe location, lock down, and /or escape. Ultimately, safety is the priority.
We will be working with Kane County Sheriff and local Fire Department to host drills that could occur on our campus, one could be a hazardous spill or an active shooter.

Foundation – Laura Rabe – The Instructional Coaches and Dr. Mongan presented a new program similar to an "escape room". It is an escape room in a box for classroom use.

Students and staff have used it and it could be used as fundraiser. Pizza Wars will still happen at some future date. Some of the businesses were very disappointed that our business expo was cancelled and they hope that we find a new date to host an expo. The Foundation members believe timing is part of the factor for introducing a new activity to get increase community participation. Trivia will be held the second Saturday in November, the theme is Celebrate Central. This year is the 10th anniversary of Trivia and the 100th year anniversary for Lily Lake. The event will be at the boat again and additional space is reserved. The Foundation is looking for new fundraising opportunities or vendor donations from community businesses. They are also reviewing how donations are handled. Dr. Stirn shared construction progress.

5.2 Library Update – Assistant Principal McCastland reported that the bids are out and will be brought for approval at the March meeting. Demolition of some old offices will make way for a barista and additional breakout rooms. Projected completion is August 2017.

5.3 German II Textbook – Annette Bliss explained that this book is written in German and it is based on a European framework. The book is written for people in Germany who are learning German. She believes this is a good fit for the German II students that range from freshman to seniors. The price of the book is very reasonable because it is a soft cover book. The district will also purchase the electronic version.

5.4 Network Switches – Director Tobin has some previously used switches that could be sold for use. He has a company interested in the switches that will pay $450.00 per switch. This represents 15 switches at $450.00 for a total dollar payable to Central CUSD 301 of $6750.00. These dollars will be placed into the education fund under other revenue since these dollars were not expended out of this school year but rather past years. Original cost of the switches six years ago was $3,000/switch

5.5 Construction Update – Phase I precast and roof are almost complete, excavation around the south end of the addition has begun while the excavation of the new parking lot by HBT continues. Work has started on engineering/drawings for possible green space south of HBT; they are still working on the traffic study with Kane County for a turning lane on Plato Road. Dirt will be moved to develop athletic fields on Ellithorp to save money. Concrete will be poured on the second floor next week with the first floor to follow. Phase II pre-bid meeting was yesterday, the opening is March 3rd. Summer work will revolve around the library project, some paving and district wide painting.

5.6 Technology Update – There is a small section of Bowes and Nesler that we need to get access to. President Kellenberger and Dr. Stirn will contact with the new families for permission to run fiber. If permission is granted, fiber will be ready when school starts in August. Director Tobin is working with the county with fiber and the roundabout.

5.7 Candidate Forum – The district office sent out nine (9) dates to board candidates to host a forum. The date that works for the most candidates is March 21. A CHS Parent Advisory committee will organize the event. The forum will be held at CHS.

5.8 WYSE Team – The high school math team took first place at the regionals, sectionals and state. This year the math team competed in the Fox Valley River Conference and came in second place overall.

5.9 Enrollment Report – The enrollment was pulled February 16th, total enrollment is 4,056, up three students for the month. Student enrollment continues to grow each month. The district has increased 50 students since the 6th day of school.

6.0 Freedom of Information Act (FOIA)

6.1 Greve Construction requested information on snow removal and salting. This service is done in house so there was no information to share.

7. ADJOURN

Jeff Kellenberger, President

Janet Marlovits, Secretary

Next Meeting: March 20, 2017

Central Community Unit School District 301
Board of Education Minutes

Where:	Central District Office	Meeting:	Retreat
Date:	March 17, 2017	Time:	5:30 p.m.

Board Members Present		**Administrators Present**	
Gorman, Jeff	Y	Stirn, Todd	Y
Marlovits, Jan	Y	Mongan, Esther	Y
Penar, Mitch	Y	Pflug, Daina	Y
Perry, Maggie	Y	Potsic, Mike	Y
Rabe Laura	Y	Tobin, Brian	Y
Schmitt, Duane	Y		
Kellenberger, Jeff	Y		

Roll Call — Roll call was taken at 5:45 p.m.

Present: Gorman, Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger
Absent: None

Approve Agenda — Motion by Gorman second by Schmitt to approve the agenda.

Voting yes: Gorman, Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger
Voting no: None
Absent: None

Adjourn — Motion by Penar second by Schmitt to adjourn the meeting adjourned at 9:25 p.m.

Voting yes: Gorman, Marlovits, Penar, Perry, Rabe, Schmitt, Kellenberger
Voting no: None
Absent: None

BOE Meeting

1.0 Roll Call

2.0 Information Reports

Board Members and District Administrators met to discuss financial projections and funding priorities for the 2017-2018 school year.

3.0 Adjourn

Jeff Kellenberger, President

Janet Marlovits, Secretary

FD	Description	February 2016-17 Beginning Balance	February 2016-17 Deposits	February 2016-17 Withdrawals	February 2016-17 Monthly Activity	Ending Balance
10	IMPREST-DISTRICT	1,955.18	3,640.00	1,592.85	2,047.15	4,002.33
10	IMPREST-CHS	1,866.92	14,063.00	11,878.79	2,184.21	4,051.13
10	IMPREST-ELEMENTARY	2,661.85				2,661.85
10	CASH IN BANK-EDUCATION	512,356.58	2,988,627.06	2,889,321.80	99,305.26	611,661.84
10	CASH IN BANK - PAYROLL	17,189.68	1,883,336.04	1,888,729.88	-5,393.84	11,795.84
10	RESTRICTED ACCT. FOR HEALTH IN	16,553.13				16,553.13
10	PAYFLEX ACCOUNT	4,344.74	11,206.24	10,721.99	484.25	4,828.99
10	DEBIT CARD ACCOUNT		1,000.00	1,000.00		
10	PETTY CASH	1,380.00				1,380.00
10	INVESTMENT- BUSINESS NOW/SWEEP	16,487,801.95	2,685.72	2,207,809.00	-2,205,123.28	14,282,678.67
10		17,046,110.03	4,904,558.06	7,011,054.31	-2,106,496.25	14,939,613.78
20	IMPREST-DISTRICT					
20	CASH IN BANK-O&M	127,521.06	332,804.40	339,044.64	-6,240.24	121,280.82
20	CASH IN BANK - PAYROLL	1,413.49	128,772.58	128,899.42	-126.84	1,286.65
20	INVESTMENT-BUSINESS NOW/SWEEP	4,554,181.21	1,138.70	250,000.00	-248,861.30	4,305,319.91
20		4,683,115.76	462,715.68	717,944.06	-255,228.38	4,427,887.38
30	CASH IN BANK-DEBT SERVICE	408,399.66	47,774.85	350.00	47,424.85	455,824.51
30	INVESTMENT-BUSINESS NOW/SWEEP	397,120.69	64.69		64.69	397,185.38
30		805,520.35	47,839.54	350.00	47,489.54	853,009.89
40	IMPREST-DISTRICT		360.00	360.00		
40	CASH IN BANK-TRANSPORTATION	258,455.93	801.91	195,047.10	-194,245.19	64,210.74
40	CASH IN BANK - PAYROLL	1,397.20	154,400.40	154,488.31	-87.91	1,309.29
40	DEBIT CARD ACCOUNT		20.00	20.00		
40	INVESTMENT-BUSINESS NOW/SWEEP	1,211,078.99	197.28		197.28	1,211,276.27
40		1,470,932.12	155,779.59	349,915.41	-194,135.82	1,276,796.30
50	CASH IN BANK-IMRF	74,951.67	208,502.27	206,008.75	2,493.52	77,445.19
50	CASH IN BANK-PAYROLL		83,908.64	83,908.64		
50	INVESTMENT-BUSINESS NOW/SWEEP	769,333.72	169.41	125,000.00	-124,830.59	644,503.13
50		844,285.39	292,580.32	414,917.39	-122,337.07	721,948.32
60	CASH IN BANK-CAPITAL PROJECT	38,002.90	700,000.00	714,225.92	-14,225.92	23,776.98
60	INVESTMENTS-BUSINESS NOW/SWEEP	7,308,063.59	1,190.43	700,000.00	-698,809.57	6,609,254.02
60		7,346,066.49	701,190.43	1,414,225.92	-713,035.49	6,633,031.00
70	CASH IN BANK-WORKING CASH	281.48				281.48
70	INVESTMENT-BUSINESS NOW/SWEEP	1,910,747.78	311.24		311.24	1,911,059.02
70		1,911,029.26	311.24		311.24	1,911,340.50
80	CASH IN BANK-TORT	10,472.26	21,603.71	20,653.98	949.73	11,421.99
80	INVESTMENT- BUSINESS NOW/SWEEP	941,064.39	153.29	20,000.00	-19,846.71	921,217.68
80		951,536.65	21,757.00	40,653.98	-18,896.98	932,639.67
	Grand Asset Totals	35,058,596.05	6,586,731.86	9,949,061.07	-3,362,329.21	31,696,266.84

Number of Accounts: 30

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

Central Community Unit School Dist. 301
Revenue Summary Report
February 2017

	Original Budget	% of Fund	February MTD	2016-17 FYTD	Remaining Budget	FYTD Percent
10-Education Fund						
Total Local Revenue	31,415,366.00	62.68%	154,631.03	15,780,609.79	15,634,756.21	50.23%
Total State Revenue	17,564,534.00	35.04%	437,469.78	3,382,618.28	14,181,915.72	19.26%
Total Federal Revenue	1,143,218.00	2.28%	151,814.39	520,241.94	622,976.06	45.51%
Total Education Fund	**50,123,118.00**	**100.00%**	**743,915.20**	**19,683,470.01**	**30,439,647.99**	**39.27%**
20-O&M Fund						
Total Local Revenue	4,750,143.70	84.07%	2,520.70	2,502,247.39	2,247,896.31	52.68%
Total State Revenue	900,000.00	15.93%	80,000.00	635,017.77	264,982.23	70.56%
Total Transfers/Bond Proceeds	-	0.00%	-	-	-	0.00%
Total O&M Fund	**5,650,143.70**	**100.00%**	**82,520.70**	**3,137,265.16**	**2,512,878.54**	**55.53%**
30-Debt Service Fund						
Total Local Revenue	8,642,963.00	100.00%	47,839.54	4,533,875.18	4,109,087.82	52.46%
Total Transfers/Bond Proceeds		0.00%	-	147,941.00	(147,941.00)	0.00%
Total Debt Service Fund	**8,642,963.00**	**100.00%**	**47,839.54**	**4,681,816.18**	**3,961,146.82**	**54.17%**
40-Transportation Fund						
Total Local Revenue	2,121,938.00	58.34%	197.28	1,385,623.09	736,314.91	65.30%
Total State Revenue	1,514,947.00	41.66%	-	428,263.38	1,086,683.62	28.27%
Total Transportation Fund	**3,636,885.00**	**100.00%**	**197.28**	**1,813,886.47**	**1,822,998.53**	**49.87%**
50-IMRF/SS Fund						
Total Local Revenue	1,137,068.30	100.00%	169.41	554,964.29	582,104.01	48.81%
Total IMRF/SS Fund	**1,137,068.30**	**100.00%**	**169.41**	**554,964.29**	**582,104.01**	**48.81%**
60-Capital Projects Fund						
Total Local Revenue	801,200.00	8.52%	1,190.43	204,836.68	596,363.32	25.57%
Total Transfers/Bond Proceeds	8,606,786.25	91.48%	-	8,606,786.25	-	100.00%
Total Capital Projects Fund	**9,407,986.25**	**100.00%**	**1,190.43**	**8,811,622.93**	**596,363.32**	**93.66%**
70-Working Cash Fund						
Total Local Revenue	302,604.00	100.00%	311.24	152,972.83	149,631.17	50.55%
Total Transfers/Bond Proceeds	-	0.00%	-	-	-	0.00%
Total Working Cash Fund	**302,604.00**	**100.00%**	**311.24**	**152,972.83**	**149,631.17**	**50.55%**
80-Tort Fund						
Total Local Revenue	516,395.00	100.00%	153.29	242,905.83	273,489.17	47.04%
Total Tort Fund	**516,395.00**	**100.00%**	**153.29**	**242,905.83**	**273,489.17**	**47.04%**
Revenue-All Funds						
1000 Total Local Revenue	49,687,678.00	62.57%	207,012.92	25,358,035.08	24,329,642.92	51.03%
3000 Total State Revenue	19,979,481.00	25.16%	517,469.78	4,445,899.43	15,533,581.57	22.25%
4000 Total Federal Revenue	1,143,218.00	1.44%	151,814.39	520,241.94	622,976.06	45.51%
7000 Total Transfers/Bond Proceeds	8,606,786.25	10.84%	-	8,754,727.25	(147,941.00)	101.72%
Total Revenue-All Funds	**79,417,163.25**	**100.00%**	**876,297.09**	**39,078,903.70**	**40,338,259.55**	**49.21%**

Central Community Unit School Dist. 301
Revenue Detail Report
February 2017

Account Number Description	Original Budget	February MTD	2016-17 FYTD	Remaining Budget	FYTD Percent
10R000 1110 0000 TAXES	24,127,813.00	-	11,948,175.86	12,179,637.14	49.52%
10R000 1140 0000 SPEC ED TAXES	4,825,553.00	-	2,389,644.33	2,435,908.67	49.52%
10R001 1510 0000 INTEREST	6,100.00	2,685.72	21,976.61	(15,876.61)	360.27%
10R002 1611 0000 LUNCH, STUDENTS	832,000.00	92,107.29	552,574.46	279,425.54	66.42%
10R002 1620 0000 LUNCH, ADULTS	14,900.00	1,555.60	8,974.85	5,925.15	60.23%
10R000 1711 0000 ATHLETIC ADMISSION	22,000.00	561.75	28,247.88	(6,247.88)	128.40%
10R000 1720 0000 ATH PART FEE	115,000.00	13,240.00	85,585.00	29,415.00	74.42%
10R002 1720 0000 OTHER FEES	229,000.00	9,246.78	127,603.41	101,396.59	55.72%
10R000 1811 0000 TEXTBOOK INCOME	575,000.00	17,583.98	275,825.42	299,174.58	47.97%
10R000 1830 0000 TECHNOLOGY FEES	300,000.00	3,680.50	111,722.31	188,277.69	37.24%
10R000 1930 0000 TRANSITION FEES	125,000.00	12,828.40	91,148.24	33,851.76	72.92%
10R000 1950 0000 REFUND OF PRIOR YEAR EXPEND/MV/FV	50,000.00	685.01	51,667.09	(1,667.09)	103.33%
10R000 1970 0000 DRIVERS ED B-T-W	55,000.00	456.00	27,085.00	27,915.00	49.25%
10R000 1991 0000 MID VALLEY REIMBURSEMENT	118,000.00	-	31,157.44	86,842.56	26.40%
10R000 1999 0000 OTHER LOCAL REV	20,000.00	-	29,221.89	(9,221.89)	146.11%
Total Local Revenue	**31,415,366.00**	**154,631.03**	**15,780,609.79**	**15,634,756.21**	**50.23%**
10R000 3001 0000 GEN STATE AID	4,628,195.00	436,513.75	3,025,376.62	1,602,818.38	65.37%
10R000 3100 0000 SPECIAL ED - PRIVATE FACILITY	246,042.00	-	206,578.50	39,463.50	83.96%
10R000 3105 0000 FUNDING FOR CHILD/SP ED SVCS.	460,000.00	-	112,058.75	347,941.25	24.36%
10R000 3110 0000 SPECIAL ED - PERSONNEL	555,000.00	-	-	555,000.00	0.00%
10R000 3120 0000 SPECIAL ED-ORPHANAGE	20,648.00	528.13	528.13	20,119.87	2.56%
10R000 3145 0000 SPECIAL ED-SUMMER SCHOOL	1,500.00	-	-	1,500.00	0.00%
10R000 3220 0000 CAREER & TECHNICAL EDUCATION	31,283.00	-	9,889.00	21,394.00	31.61%
10R000 3235 0000 CTE AGRICULTURE EDUCATION	1,863.00	-	(117.00)	1,980.00	-6.28%
10R000 3305 0000 TPI & TBE-BILINGUAL ED.	73,203.00	-	5,949.00	67,254.00	8.13%
10R000 3360 0000 STATE FREE LUNCH & BREAKFAST	1,200.00	427.90	634.42	565.58	52.87%
10R000 3370 0000 DRIVER ED	43,000.00	-	21,720.86	21,279.14	50.51%
10R000 3998 0000 TRS-ON BEHALF PAYMENTS	11,500,000.00	-	-	11,500,000.00	0.00%
10R001 3999 0000 LIBRARY GRANT	2,600.00	-	-	2,600.00	0.00%
Total State Revenue	**17,564,534.00**	**437,469.78**	**3,382,618.28**	**14,181,915.72**	**19.26%**
10R000 4210 0000 NAT'L SCHOOL LUNCH PROGRAM	200,000.00	23,311.16	106,321.36	93,678.64	53.16%
10R000 4300 0000 TITLE I LOW INCOME	155,945.00	-	62,768.00	93,177.00	40.25%
10R000 4600 0000 IDEA PRESCHOOL	4,855.00	1,118.14	11,065.64	(6,210.64)	227.92%
10R000 4620 0000 IDEA FLOW THROUGH	614,990.00	84,470.54	214,954.01	400,035.99	34.95%
10R000 4625 0000 IDEA FLOW THROUGH ROOM & BOARD	8,950.00	1,194.35	24,823.17	(15,873.17)	277.35%
10R000 4745 0000 CARL PERKINS	22,411.00	-	593.00	21,818.00	2.65%
10R000 4909 0000 TITLE III ELL-TBE/TPI LIPLEPS	24,618.00	30,016.00	35,816.00	(11,198.00)	145.49%
10R000 4932 0000 TITLE II-TEACHER QUALITY	32,449.00	-	8,614.00	23,835.00	26.55%
10R000 4991 0000 MEDICAID MATCHING FUNDS-ADMIN OUTREACH	36,000.00	11,704.20	26,477.61	9,522.39	73.55%
10R000 4992 0000 MEDICAID MATCHING FUNDS-FEE FOR SVC	43,000.00	-	28,809.15	14,190.85	67.00%
Total Federal Revenue	**1,143,218.00**	**151,814.39**	**520,241.94**	**622,976.06**	**45.51%**
Total Education Fund	**50,123,118.00**	**743,915.20**	**19,683,470.01**	**30,439,647.99**	**39.27%**
20R000 1111 0000 TAXES	4,523,973.00	-	2,240,275.83	2,283,697.17	49.52%
20R000 1230 0000 CORP PERS PROP TAX	106,670.70	-	68,126.60	38,544.10	63.87%
20R001 1510 0000 INTEREST - SWEEP ACCOUNT	2,000.00	1,138.70	10,337.56	(8,337.56)	516.88%
20R001 1720 0000 PARKING FEES	30,000.00	(25.00)	31,250.00	(1,250.00)	104.17%
20R000 1910 0000 RENTALS	80,000.00	1,200.00	48,766.39	31,233.61	60.96%
20R000 1950 0000 REFUND OF PRIOR YEAR EXPENDITURES	2,500.00	-	6,170.69	(3,670.69)	246.83%
20R000 1999 0000 OTHER REVENUE	5,000.00	207.00	97,320.32	(92,320.32)	1946.41%
Total Local Revenue	**4,750,143.70**	**2,520.70**	**2,502,247.39**	**2,247,896.31**	**52.68%**
20R000 3001 0000 GEN STATE AID	900,000.00	80,000.00	580,000.00	320,000.00	64.44%
20R000 3999 0000 OTHER STATE REVENUE	-	-	55,017.77	(55,017.77)	0%
Total State Revenue	**900,000.00**	**80,000.00**	**635,017.77**	**264,982.23**	**70.56%**
20R002 7210 0000 BOND PROCEEDS	2,603,212.75	-	2,603,212.75	-	100.00%
20R002 8990 0000 BOND PROCEEDS-OTHER USES	(2,603,212.75)	-	(2,603,212.75)	-	100.00%
Total O&M Fund	**5,650,143.70**	**82,520.70**	**3,137,265.16**	**2,512,878.54**	**55.53%**

Central Community Unit School Dist. 301
Revenue Detail Report
February 2017

Account Number Description	Original Budget	February MTD	2016-17 FYTD	Remaining Budget	FYTD Percent
30R000 1112 0000 TAXES	8,466,363.00	-	4,005,639.92	4,460,723.08	47.31%
30R001 1510 0000 INTEREST	1,600.00	64.69	4,777.48	(3,177.48)	298.59%
30R000 1930 0000 IMPACT FEES	175,000.00	47,774.85	523,457.78	(348,457.78)	299.12%
Total Local Revenue	**8,642,963.00**	**47,839.54**	**4,533,875.18**	**4,109,087.82**	**52.46%**
30R000 7210 0000 BOND PROCEEDS PRINCIPAL	-	-	5,736,787.25	(5,736,787.25)	0.00%
30R000 7220 0000 BOND PROCEEDS-PREMIUM	-	-	414,727.25	(414,727.25)	0.00%
30R000 8990 0000 BOND PROCEEDS-OTHER USES	-	-	(6,003,573.50)	6,003,573.50	0.00%
Total Debt Service Fund	**8,642,963.00**	**47,839.54**	**4,681,816.18**	**3,961,146.82**	**54.17%**
40R000 1113 0000 TAXES	2,106,638.00	-	1,370,962.55	735,675.45	65.08%
40R000 1415 0000 FIELD TRIP FEES	2,600.00	-	-	2,600.00	0.00%
40R001 1510 0000 INTEREST - SWEEP ACCOUNT	2,700.00	197.28	1,501.50	1,198.50	55.61%
40R000 1999 0000 OTHER REVENUE	10,000.00	-	13,159.04	(3,159.04)	131.59%
Total Local Revenue	**2,121,938.00**	**197.28**	**1,385,623.09**	**736,314.91**	**65.30%**
40R000 3500 0000 STATE AID, REGULAR	780,509.00	-	232,303.90	548,205.10	29.76%
40R000 3510 0000 STATE AID, SPEC ED	734,438.00	-	195,959.48	538,478.52	26.68%
Total State Revenue	**1,514,947.00**	**-**	**428,263.38**	**1,086,683.62**	**28.27%**
Total Transportation Fund	**3,636,885.00**	**197.28**	**1,813,886.47**	**1,822,998.53**	**49.87%**
50R000 1114 0000 IMRF TAXES	533,631.00	-	244,277.61	289,353.39	45.78%
50R000 1151 0000 SOC SEC/MEDICARE TAXES	590,835.00	-	301,598.49	289,236.51	51.05%
50R000 1230 0000 CORP PERS PROP TAX	11,852.30	-	7,569.61	4,282.69	63.87%
50R001 1510 0000 INTEREST	750.00	169.41	1,518.58	(768.58)	202.48%
Total Local Revenue	**1,137,068.30**	**169.41**	**554,964.29**	**582,104.01**	**48.81%**
Total IMRF/SS Fund	**1,137,068.30**	**169.41**	**554,964.29**	**582,104.01**	**48.81%**
60R001 1510 0000 INTEREST-SWEEP ACCOUNT	1,200.00	1,190.43	6,550.12	(5,350.12)	545.84%
60R000 1930 0000 IMPACT FEES	800,000.00	-	198,286.56	601,713.44	24.79%
Total Local Revenue	**801,200.00**	**1,190.43**	**204,836.68**	**596,363.32**	**25.57%**
60R001 7210 0000 DEBT CERTIFICATES PROCEEDS	6,003,573.50	-	6,003,573.50	-	100.00%
60R002 7210 0000 WORKING CASH BOND PROCEEDS	2,603,212.75	-	2,603,212.75	-	100.00%
Total Other Bond Proceeds	**8,606,786.25**	**-**	**8,606,786.25**	**-**	**100.00%**
Total Capital Projects Fund	**9,407,986.25**	**1,190.43**	**8,811,622.93**	**596,363.32**	**93.66%**
70R000 1115 0000 TAXES	301,604.00	-	149,345.62	152,258.38	49.52%
70R001 1510 0000 INTEREST	1,000.00	311.24	3,627.21	(2,627.21)	362.72%
Total Local Revenue	**302,604.00**	**311.24**	**152,972.83**	**149,631.17**	**50.55%**
70R001 7210 0000 WORKING CASH BOND PROCEEDS	2,603,212.75	-	2,603,212.75	-	100.00%
70R001 8110 0000 PERMANENT TRANSFER TO OTHER FUNDS	(2,603,212.75)	-	(2,603,212.75)	-	100.00%
Total Working Cash Fund	**302,604.00**	**311.24**	**152,972.83**	**149,631.17**	**50.55%**
80R000 1120 0000 TORT IMM	515,895.00	-	241,805.29	274,089.71	46.87%
80R001 1510 0000 INTEREST - SWEEP ACCOUNT	500.00	153.29	1,100.54	(600.54)	220.11%
Total Local Revenue	**516,395.00**	**153.29**	**242,905.83**	**273,489.17**	**47.04%**
Total Tort Fund	**516,395.00**	**153.29**	**242,905.83**	**273,489.17**	**47.04%**
Revenue-All Funds					
1000 Total Local Revenue	49,687,678.00	207,012.92	25,358,035.08	24,329,642.92	51.03%
3000 Total State Revenue	19,979,481.00	517,469.78	4,445,899.43	15,533,581.57	22.25%
4000 Total Federal Revenue	1,143,218.00	151,814.39	520,241.94	622,976.06	45.51%
7000 Total Transfers/Bond Proceeds	13,813,211.75	-	19,964,726.25	(6,151,514.50)	-
8000 Total Other Uses-Bonds	(5,206,425.50)	-	(11,209,999.00)	6,003,573.50	101.72%
Total Revenue-All Funds	**79,417,163.25**	**876,297.09**	**39,078,903.70**	**40,338,259.55**	**49.21%**

Central Community Unit School Dist. 301
Expenditure Summary by Fund Report
February 2017

	Original Budget	% of Fund	February MTD	2016-17 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
10-Education							
1000 Salaries	22,895,180.00	45.74%	1,867,624.03	14,598,520.10	-	8,296,659.90	63.76%
2000 Benefits	6,665,685.00	13.32%	559,548.68	4,501,489.66	-	2,164,195.34	67.53%
3000 Purchased Services	3,020,219.00	6.03%	203,524.08	1,440,220.13	52,434.68	1,527,564.19	49.42%
4000 Supplies	2,851,289.00	5.70%	115,427.02	1,032,305.09	67,304.75	1,751,679.16	38.57%
5000 Capital Outlay	110,000.00	0.22%	-	21,516.43	-	88,483.57	19.56%
6000 Other/Dues/Fees	14,236,045.00	28.44%	93,101.75	512,008.47	44,369.76	13,679,666.77	3.91%
7000 Non-Capital Equipment	119,795.00	0.24%	12,229.23	162,567.66	3,278.87	(46,051.53)	138.44%
8000 Termination Benefits	160,900.00	0.32%	-	160,900.07	-	(0.07)	100.00%
Total Education Fund	**50,059,113.00**	**100.00%**	**2,851,454.79**	**22,429,527.61**	**167,388.06**	**27,462,197.33**	**45.14%**
20-O&M							
1000 Salaries	1,703,600.00	31.18%	126,978.43	1,056,019.69	-	647,580.31	61.99%
2000 Benefits	443,600.00	8.12%	36,859.84	328,687.44	-	114,912.56	74.10%
3000 Purchased Services	1,070,000.00	19.58%	67,265.77	539,332.92	8,232.54	522,434.54	51.17%
4000 Supplies	1,544,800.00	28.27%	106,061.87	775,602.00	13,810.59	755,387.41	51.10%
5000 Capital Outlay	350,000.00	6.41%	-	178,509.55	-	171,490.45	51.00%
6000 Other/Dues/Fees	252,400.00	4.62%	1,165.00	1,990.00	-	250,410.00	0.79%
7000 Non-Capital Equipment	100,000.00	1.83%	-	7,065.13	-	92,934.87	7.07%
Total O&M	**5,464,400.00**	**100.00%**	**338,330.91**	**2,887,206.73**	**22,043.13**	**2,555,150.14**	**53.24%**
30-Debt Service							
3000 Purchased Services	9,000.00	0.11%	350.00	2,000.00	-	7,000.00	22.22%
6000 Other/Bonds	8,455,384.00	99.89%	-	8,528,575.38	-	(73,191.38)	100.87%
Total Debt Service	**8,464,384.00**	**100.00%**	**350.00**	**8,530,575.38**	**-**	**(66,191.38)**	**100.78%**
40-Transportation							
1000 Salaries	1,902,850.00	57.21%	153,807.63	1,208,450.58	-	694,399.42	63.51%
2000 Benefits	123,350.00	3.71%	6,227.26	18,498.39	-	104,851.61	15.00%
3000 Purchased Services	825,500.00	24.82%	2,617.00	703,995.94	1,448.00	120,056.06	85.46%
4000 Supplies	351,500.00	10.57%	31,197.27	136,492.13	19,947.03	195,060.84	44.51%
6000 Other/Dues/Transfers	108,000.00	3.25%	532.00	12,297.56	-	95,702.44	11.39%
7000 Non-Capital Equipment	15,000.00	0.45%	-	-	-	15,000.00	0.00%
Total Transportation	**3,326,200.00**	**100.00%**	**194,381.16**	**2,079,734.60**	**21,395.03**	**1,225,070.37**	**63.17%**
50-IMRF/SS							
2000 Benefits	1,604,846.00	100.00%	122,506.48	993,507.72	-	611,338.28	61.91%
Total IMRF/SS	**1,604,846.00**	**100.00%**	**122,506.48**	**993,507.72**	**-**	**611,338.28**	**61.91%**
60-Capital Projects							
5000 Capital Outlay	8,517,452.00	100.00%	714,225.92	4,831,293.60		3,686,158.40	56.72%
Total Capital Projects	**8,517,452.00**	**100.00%**	**714,225.92**	**4,831,293.60**	**-**	**3,686,158.40**	**56.72%**
70-Working Cash	-						
6000 Transfers	-						
Total Working Cash	**-**	**0.00%**	**-**	**-**	**-**	**-**	**0.00%**
80-Tort							
3000 Purchased Services	675,000.00	100.00%	19,050.27	109,198.07	4,811.00	560,990.93	16.89%
Total Tort	**675,000.00**	**100.00%**	**19,050.27**	**109,198.07**	**4,811.00**	**560,990.93**	**16.89%**
Total Expenditures	**78,111,395.00**		**4,240,299.53**	**41,861,043.71**	**215,637.22**	**36,034,714.07**	**53.87%**
Expenditures Across All Funds							
1000 Salaries	26,501,630.00	33.93%	2,148,410.09	16,862,990.37	-	9,638,639.63	63.63%
2000 Benefits	8,837,481.00	11.31%	725,142.26	5,842,183.21	-	2,995,297.79	66.11%
3000 Purchased Services	5,599,719.00	7.17%	292,807.12	2,794,747.06	66,926.22	2,738,045.72	51.10%
4000 Supplies	4,747,589.00	6.08%	252,686.16	1,944,399.22	101,062.37	2,702,127.41	43.08%
5000 Capital Outlay	8,977,452.00	11.49%	714,225.92	5,031,319.58	-	3,946,132.42	56.04%
6000 Other/Dues/Fees/Bonds	23,051,829.00	29.51%	94,798.75	9,054,871.41	44,369.76	13,952,587.83	39.47%
7000 Non-Capital Equipment	234,795.00	0.30%	12,229.23	169,632.79	3,278.87	61,883.34	73.64%
8000 Termination Benefits	160,900.00	0.21%	-	160,900.07	-	(0.07)	100.00%
Total Expenditures Across all Funds	**78,111,395.00**	**100.00%**	**4,240,299.53**	**41,861,043.71**	**215,637.22**	**36,034,714.07**	**53.87%**

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
A DISCOUNT T	20172421	Class T shirts	10E008 1110 4900 00 000000 0000	28.00
A DISCOUNT T	20172427	Class T-shirts	10E004 1110 4900 00 000000 0000	138.00
A DISCOUNT T	20172433	Staff Recognition	10E011 2410 4100 00 000000 0000	30.00
A DISCOUNT T	20172439	Choir T-Shirts	10E010 1110 4900 00 000000 0000	234.00
A DISCOUNT T	20172444	Classroom T shirts	10E008 1110 4900 00 000000 0000	27.00
A DISCOUNT T	20172441	Student t-shirts	10E004 1110 4900 00 000000 0000	156.00
			Totals for A DISCOUNT T	613.00
A FREEDOM FLAG CO	21099	8 x 12 USA Nylon Flag for CMS	20E001 2540 4120 00 000000 0000	153.95
			Totals for A FREEDOM FLAG CO	153.95
ACADEMIC THERAPY PUB	221941	Protocols	10E001 2150 4100 00 000000 0000	88.00
			Totals for ACADEMIC THERAPY PUBLICATIONS	88.00
ADVERTISING AGE	March 2017	Subscription	10E002 1400 4100 03 000000 0000	79.00
			Totals for ADVERTISING AGE	79.00
ADVOCATE SHERMAN OCC	646459	Physicals	40E001 2550 3190 00 000000 0000	188.00
ADVOCATE SHERMAN OCC	645434	Physicals	40E001 2550 3190 00 000000 0000	260.00
ADVOCATE SHERMAN OCC	647197	Physicals	40E001 2550 3190 00 000000 0000	243.00
ADVOCATE SHERMAN OCC	647220	W/C Accident Testing - CD 2/17/2017	80E001 2362 3820 00 000000 0000	66.00
			Totals for ADVOCATE SHERMAN OCCUPATIONAL	757.00
AETNA PLYWOOD	246883	Woods supplies	10E002 1400 4100 10 000000 0000	2,894.57
			Totals for AETNA PLYWOOD	2,894.57
AGUINAGA, JACOB	February 2	February 2017 mileage	10E001 2660 3320 00 000000 0000	87.41
			Totals for AGUINAGA, JACOB	87.41
AHLSTEDT, CARRIE	Travel 02-	February 2017	10E004 2410 3320 00 000000 0000	50.00
			Totals for AHLSTEDT, CARRIE	50.00
ALEXANDER LEIGH CENT	1862	Monthly tuition March	10E001 1912 6700 00 000000 0000	22,050.90
			Totals for ALEXANDER LEIGH CENTER FOR AU	22,050.90
ALLEN'S CORNER GARAG	8010	Towing	20E002 2540 3230 00 000000 0000	150.00
			Totals for ALLEN'S CORNER GARAGE & TOWIN	150.00
ALPHA BAKING COMPANY	1700070440	Bread	10E002 2560 4100 00 000000 0000	216.38
ALPHA BAKING COMPANY	1700070440	Bread	10E004 2560 4100 00 000000 0000	34.84
ALPHA BAKING COMPANY	1700070440	Bread	10E011 2560 4100 00 000000 0000	42.60
ALPHA BAKING COMPANY	1700070440	Bread	10E008 2560 4100 00 000000 0000	12.56
ALPHA BAKING COMPANY	1700070440	Bread	10E003 2560 4100 00 000000 0000	33.91
ALPHA BAKING COMPANY	1700070480	Bread	10E002 2560 4100 00 000000 0000	160.23
ALPHA BAKING COMPANY	1700070470	Bread	10E011 2560 4100 00 000000 0000	89.07
ALPHA BAKING COMPANY	1700070540	Bread	10E005 2560 4100 00 000000 0000	41.29
ALPHA BAKING COMPANY	1700070520	Bread	10E008 2560 4100 00 000000 0000	63.57
ALPHA BAKING COMPANY	1700070520	Bread	10E003 2560 4100 00 000000 0000	16.68
ALPHA BAKING COMPANY	1700070520	Bread	10E010 2560 4100 00 000000 0000	51.61
ALPHA BAKING COMPANY	1700070580	Bread	10E002 2560 4100 00 000000 0000	151.65
ALPHA BAKING COMPANY	1700070580	Bread	10E008 2560 4100 00 000000 0000	6.28
ALPHA BAKING COMPANY	1700070580	Bread	10E004 2560 4100 00 000000 0000	15.66
ALPHA BAKING COMPANY	1700070580	Bread	10E010 2560 4100 00 000000 0000	52.30
ALPHA BAKING COMPANY	1700070580	Bread	10E011 2560 4100 00 000000 0000	44.32
ALPHA BAKING COMPANY	1700070650	Bread	10E010 2560 4100 00 000000 0000	34.25

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALPHA BAKING COMPANY	1700070650	Bread	10E008 2560 4100 00 000000 0000	63.57
ALPHA BAKING COMPANY	1700070650	Bread	10E002 2560 4100 00 000000 0000	272.82
ALPHA BAKING COMPANY	1700070650	Bread	10E004 2560 4100 00 000000 0000	39.21
ALPHA BAKING COMPANY	1700070650	Bread	10E011 2560 4100 00 000000 0000	49.43
ALPHA BAKING COMPANY	1700070650	Bread	10E003 2560 4100 00 000000 0000	86.46
ALPHA BAKING COMPANY	1700070680	Bread	10E011 2560 4100 00 000000 0000	56.08
			Totals for ALPHA BAKING COMPANY	1,634.77
AMALGAMATED BANK OF	1855384002	Bonds Series 2014 Agent fee	30E001 5400 3190 00 000000 0000	395.83
			Totals for AMALGAMATED BANK OF CHICAGO	395.83
AMAZON.COM	1898574633	Supplies for OT	10E001 1200 4100 00 462000 0000	18.88
AMAZON.COM	2767859757	Supplies for OT	10E001 1200 4100 00 462000 0000	67.52
AMAZON.COM	2767859757	Supplies for OT	10E001 2330 4100 00 000000 0000	31.92
AMAZON.COM	2304987154	Classroom and office supplies	10E011 1205 4100 00 000000 0000	15.99
AMAZON.COM	5963689613	Books "Drive"	10E001 2640 4100 00 493200 0000	380.45
AMAZON.COM	2046942332	NGSS for all Students & Developing Assessments	10E001 2212 4100 00 000000 0000	171.80
AMAZON.COM	3115284265	Postage Ink	10E001 2520 4100 00 000000 0000	33.32
AMAZON.COM	1110750127	Nurse supplies	10E011 1120 4250 00 000000 0000	13.85
AMAZON.COM	8214486135	Nurse supplies	10E011 1120 4250 00 000000 0000	68.39
AMAZON.COM	2069392030	ELA books	10E011 1120 4100 00 000000 0000	115.80
AMAZON.COM	1356871443	Supplies	10E011 2410 4100 00 000000 0000	123.98
AMAZON.COM	2058625589	Docking Station	10E011 2410 4100 00 000000 0000	79.99
AMAZON.COM	2721238344	Production Room Set Up	10E011 1120 4100 00 000000 0000	59.99
AMAZON.COM	1999485324	Production Room Set Up	10E011 1120 4100 00 000000 0000	172.69
AMAZON.COM	1341464419	Production Room Set Up supplies	10E011 1120 4100 00 000000 0000	179.00
AMAZON.COM	7598614974	Production Room Set Up	10E011 1120 4100 00 000000 0000	159.99
AMAZON.COM	1157036700	Social Studies supplies	10E011 1120 4100 00 000000 0000	47.99
AMAZON.COM	5769000424	Social Studies supplies	10E011 1120 4100 00 000000 0000	47.89
AMAZON.COM	1249731890	Nurse supplies	10E005 1110 4250 00 000000 0000	9.51
AMAZON.COM	2994407855	Nurse supplies	10E005 1110 4250 00 000000 0000	47.86
AMAZON.COM	2528502537	Misc. books & supplies for social services office	10E005 1110 4100 00 000000 0000	70.29
AMAZON.COM	1129852643	Novels for English	10E002 1130 4100 00 000000 0000	43.29
AMAZON.COM	1129895709	Novels for English	10E002 1130 4100 00 000000 0000	230.49
AMAZON.COM	2797694922	Book	10E002 1130 4100 00 000000 0000	25.15
AMAZON.COM	3260962054	Printer for classroom	10E002 1130 4100 00 000000 0000	237.99
AMAZON.COM	2549902046	Guidance supplies	10E002 2120 4100 00 000000 0000	68.75
AMAZON.COM	2549929848	Guidance supplies	10E002 2120 4100 00 000000 0000	51.56
AMAZON.COM	2549846757	Printer for Art	10E002 1130 4100 00 000000 0000	-168.49
AMAZON.COM	1214453669	Library supplies	10E002 2220 4100 00 000000 0000	11.99
AMAZON.COM	1214455453	Library supplies	10E002 2220 4100 00 000000 0000	26.81
AMAZON.COM	1214434795	Library supplies	10E002 2220 4100 00 000000 0000	166.80
AMAZON.COM	5378258415	Social Studies supplies	10E002 1130 4100 00 000000 0000	24.80
AMAZON.COM	1214475179	Library supplies	10E002 2220 4100 00 000000 0000	39.96
AMAZON.COM	1370757720	Corrective Reading Decoding Level A Teacher Material, Workbook	10E008 1110 4100 00 000000 0000	17.18
AMAZON.COM	2336522946	Corrective Reading Decoding Level A Teacher Material, Workbook	10E008 1110 4100 00 000000 0000	46.46
AMAZON.COM	2656270682	Handwriting Without Tears	10E010 1110 4200 00 000000 0000	18.88
AMAZON.COM	2428694268	Supplies	10E008 1110 4100 00 000000 0000	22.12
AMAZON.COM	1759628231	Supplies	10E008 1110 4100 00 000000 0000	6.49

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON.COM	1328759946	Supplies	10E008 1110 4100 00 000000 0000	17.64
AMAZON.COM	1564749831	Supplies	10E008 1110 4100 00 000000 0000	6.49
AMAZON.COM	2491203850	Supplies	10E004 1110 4100 00 000000 0000	7.48
AMAZON.COM	8132779939	Supplies	10E004 1110 4100 00 000000 0000	115.53
AMAZON.COM	2322573165	Music supplies	10E004 1110 4100 00 000000 0000	97.45
AMAZON.COM	6685479335	Music supplies	10E004 1110 4100 00 000000 0000	159.09
AMAZON.COM	4231437555	Music supplies	10E004 1110 4100 00 000000 0000	129.31
AMAZON.COM	4265087701	Music supplies	10E004 1110 4100 00 000000 0000	275.28
AMAZON.COM	2072665130	Team supplies	10E004 1110 4100 00 000000 0000	27.98
AMAZON.COM	2072617910	Team supplies	10E004 1110 4100 00 000000 0000	51.76
AMAZON.COM	1947603453	5th grade team supplies	10E004 1110 4100 00 000000 0000	108.90
AMAZON.COM	1163735640	Cart	10E004 2410 4100 00 000000 0000	107.58
AMAZON.COM	2336242441	Supplies	10E004 2410 4100 00 000000 0000	24.58
AMAZON.COM	5274973881	Supplies	10E004 2410 4100 00 000000 0000	23.52
AMAZON.COM	8501315653	Supplies	10E004 2410 4100 00 000000 0000	166.07
AMAZON.COM	2734985103	CTE Black Cartridges	10E003 1120 4100 00 000000 0000	139.98
AMAZON.COM	1587327115	Maintenance Supplies	20E001 2540 4110 00 000000 0000	92.20
AMAZON.COM	4274010084	Classroom supplies	10E001 1200 4100 00 462000 0000	3.32
AMAZON.COM	4274010084	Classroom supplies	10E004 1205 4100 00 000000 0000	20.18
			Totals for AMAZON.COM	4,361.67
AMERICAN DEMOLITION	3 REV	Demolition of Plato Center-Final	60E001 2530 5410 00 000000 0000	33,280.00
			Totals for AMERICAN DEMOLITION CORPORATI	33,280.00
ATI PHYSISCAL THERAP	TSM2727	Central High Athletics	10E002 1500 3190 00 000000 0000	5,666.67
			Totals for ATI PHYSISCAL THERAPY	5,666.67
BANNER UP SIGNS	63712	Athletics letters for banners	10E011 1500 4100 00 000000 0000	80.00
			Totals for BANNER UP SIGNS	80.00
BARAK BUSINESS SERVI	74256	Uniforms Food Service	10E002 2560 3190 00 000000 0000	100.20
			Totals for BARAK BUSINESS SERVICES	100.20
BATTERIES PLUS	280-103734	Batteries	20E001 2540 4100 00 000000 0000	143.64
			Totals for BATTERIES PLUS	143.64
BLISS, ANETTE	Feb 17	CHS reimb for Conference Feb 17-19	10E002 2210 6400 00 000000 0000	260.21
			Totals for BLISS, ANETTE	260.21
BSN SPORTS, INC	98741803	Pole Vault Box/Roll Out Runway CMS	20E001 2540 3230 00 000000 0000	2,336.96
BSN SPORTS, INC	98732819	2016-2017 Uniform New Staff	20E001 2540 3160 00 000000 0000	137.85
BSN SPORTS, INC	98823392	Central High Athletics supplies	10E002 1500 4100 00 000000 0000	37.50
BSN SPORTS, INC	98730171	Supplies	10E003 1500 4100 00 000000 0000	41.00
			Totals for BSN SPORTS, INC	2,553.31
BURNS, CHRISTOPHER	109	Training for ShopBot CNC machines-2 days	10E002 2210 3190 00 322000 0000	1,900.00
			Totals for BURNS, CHRISTOPHER	1,900.00
BUSHMAN, KRISTINE	Travel 02-	February 2017	10E010 2410 3320 00 000000 0000	50.00
			Totals for BUSHMAN, KRISTINE	50.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CALL ONE	1128937 03	Phone	20E001 2540 3400 00 000000 0000	1,770.07
			Totals for CALL ONE	1,770.07
CARDMEMBER SERVICE	7577 03-17	E. Mongan-Curriculum Expenses	10E001 2320 3190 00 000000 0000	619.15
CARDMEMBER SERVICE	7577 03-17	E. Mongan-Curriculum Expenses	10E001 2320 4100 00 000000 0000	504.22
CARDMEMBER SERVICE	7577 03-17	E. Mongan-Curriculum Expenses	10E001 2212 4100 00 000000 0000	472.94
CARDMEMBER SERVICE	7577 03-17	E. Mongan-Curriculum Expenses	10E001 2320 4100 00 000000 0000	59.00
CARDMEMBER SERVICE	7577 03-17	E. Mongan-Curriculum Expenses	10E001 2320 4100 00 000000 0000	87.79
CARDMEMBER SERVICE	7577 03-17	E. Mongan-Curriculum Expenses	10E001 2320 4100 00 000000 0000	43.16
CARDMEMBER SERVICE	7577 03-17	T. Stirn-Admin. Expenses	10E001 2320 6400 00 000000 0000	117.00
CARDMEMBER SERVICE	7577 03-17	T. Stirn-Admin. Expenses	10E001 2320 3190 00 000000 0000	490.30
CARDMEMBER SERVICE	7577 03-17	T. Stirn-Admin. Expenses	40E001 2550 6400 00 000000 0000	40.00
CARDMEMBER SERVICE	7577 03-17	T. Stirn-Admin. Expenses	10E001 2310 4100 00 000000 0000	45.45
CARDMEMBER SERVICE	7577 03-17	T. Stirn-Admin. Expenses	10E001 2320 4100 00 000000 0000	25.64
CARDMEMBER SERVICE	7577 03-17	T. Stirn-Admin. Expenses	10E001 2320 4100 00 000000 0000	22.17
CARDMEMBER SERVICE	7577 03-17	T. Stirn-Admin. Expenses	10E001 2310 4100 00 000000 0000	103.33
CARDMEMBER SERVICE	7577 03-17	T. Stirn-Admin. Expenses	40E001 2550 6400 00 000000 0000	40.00
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	79.99
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	79.68
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	100.88
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	75.04
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 1200 4100 00 462000 0000	249.99
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 6400 00 000000 0000	250.00
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 3160 00 000000 0000	203.40
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	14.99
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	6.82
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	159.99
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	152.98
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	103.07
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	24.99
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	99.00
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	11.88
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	21.33
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 1200 4100 00 462000 0000	19.98
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	29.97
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	33.75
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	199.90
CARDMEMBER SERVICE	7577 03-17	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	-69.80
			Totals for CARDMEMBER SERVICE	4,517.98
CARDUNAL OFFICE SUPP	588825-1	Graduation Paper	10E002 2410 4100 00 000000 0000	328.50
CARDUNAL OFFICE SUPP	588825-0	Graduation Paper	10E002 2410 4100 00 000000 0000	98.02
CARDUNAL OFFICE SUPP	589028-0	Mail Bag	10E001 2520 4100 00 000000 0000	125.99
CARDUNAL OFFICE SUPP	589330-0	Chairmats	10E001 2520 4100 00 000000 0000	351.96
CARDUNAL OFFICE SUPP	589414-0	Office Supplies	10E001 2520 4100 00 000000 0000	108.75
CARDUNAL OFFICE SUPP	589562-0	Toner, tape	10E001 2520 4100 00 000000 0000	422.45
			Totals for CARDUNAL OFFICE SUPPLY, INC	1,435.67
CARQUEST AUTO PARTS	2454-34338	Supplies	40E001 2550 4100 00 000000 0000	74.82
CARQUEST AUTO PARTS	2454-34385	Supplies	40E001 2550 4100 00 000000 0000	27.00
			Totals for CARQUEST AUTO PARTS	101.82
CASERNO, MICHAEL	44	Special Transportation	40E001 2550 3310 00 000000 0000	1,501.00
			Totals for CASERNO, MICHAEL	1,501.00
CENGAGE LEARNING	60057144	Accounting consumables	10E002 1130 4200 00 000000 0000	239.25

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CENGAGE LEARNING	60211404	Accounting supplies	10E002 1130 4200 00 000000 0000	939.40
			Totals for CENGAGE LEARNING	1,178.65
CENTRAL HIGH SCHOOL	Refund	Return cashed check 394266 from ECC s/b Boosters	20E002 2540 3250 00 000000 0000	500.00
			Totals for CENTRAL HIGH SCHOOL MUSIC BOO	500.00
CHICAGO TRIBUNE	3152124	Legal Ads	10E001 2310 3180 00 000000 0000	549.28
			Totals for CHICAGO TRIBUNE	549.28
CINTAS CORPORATION #	355355701	Mats	40E001 2550 4100 00 000000 0000	34.45
CINTAS CORPORATION #	355361736	Mats	40E001 2550 4100 00 000000 0000	34.45
			Totals for CINTAS CORPORATION #355	68.90
CITY OF ELGIN	330845-423	Water Service CT	20E001 2540 3700 00 000000 0000	916.61
CITY OF ELGIN	330845-395	Water Service - PKMS	20E001 2540 3700 00 000000 0000	1,222.12
			Totals for CITY OF ELGIN	2,138.73
CLIENTFIRST CONSULTI	7320	Form filings	10E001 2660 3190 00 000000 0000	150.00
CLIENTFIRST CONSULTI	7427	Consulting	10E001 2660 3190 00 000000 0000	187.50
			Totals for CLIENTFIRST CONSULTING GROUP	337.50
COEO SOLUTIONS LLC	1001062	Phones	20E001 2540 3400 00 000000 0000	2,110.90
			Totals for COEO SOLUTIONS LLC	2,110.90
COMMONWEALTH EDISON	942809001	Electric Services - CHS	20E002 2540 4660 00 000000 0000	4,361.89
COMMONWEALTH EDISON	7442415006	Electric Service - LL	20E005 2540 4660 00 000000 0000	649.11
COMMONWEALTH EDISON	87018095 0	PKMS Electric Service	20E011 2540 4660 00 000000 0000	3,204.13
COMMONWEALTH EDISON	4535043008	CT Electric Service	20E010 2540 4660 00 000000 0000	1,877.47
COMMONWEALTH EDISON	2299006010	Electric Service - PV	20E008 2540 4660 00 000000 0000	2,067.02
			Totals for COMMONWEALTH EDISON	12,159.62
CONNOLLEY, STEPHANIE	March 3	Reimburse for ASCD Conference 3/3/17	10E008 2210 6400 00 000000 0000	139.00
			Totals for CONNOLLEY, STEPHANIE	139.00
CONSTELLATION NEWENE	38125909	Gas Service for All Bldgs	20E001 2540 4650 00 000000 0000	1,494.96
CONSTELLATION NEWENE	38125909	Gas Service for All Bldgs	20E002 2540 4650 00 000000 0000	9,087.65
CONSTELLATION NEWENE	38125909	Gas Service for All Bldgs	20E003 2540 4650 00 000000 0000	4,711.23
CONSTELLATION NEWENE	38125909	Gas Service for All Bldgs	20E004 2540 4650 00 000000 0000	4,237.76
CONSTELLATION NEWENE	38125909	Gas Service for All Bldgs	20E005 2540 4650 00 000000 0000	1,982.24
CONSTELLATION NEWENE	38125909	Gas Service for All Bldgs	20E008 2540 4650 00 000000 0000	4,300.83
CONSTELLATION NEWENE	38125909	Gas Service for All Bldgs	20E010 2540 4650 00 000000 0000	3,785.50
CONSTELLATION NEWENE	38125909	Gas Service for All Bldgs	20E011 2540 4650 00 000000 0000	8,235.33
			Totals for CONSTELLATION NEWENERGY GAS D	37,835.50
CRICHTON, KRISTIN	March 3	CT reimb for Kindergarten conference 3/3/17	10E010 2210 6400 00 000000 0000	149.00
			Totals for CRICHTON, KRISTIN	149.00
CUMBERLAND THERAPY S	M0014542	Contracted services	10E001 4120 3190 00 000000 0000	290.00
			Totals for CUMBERLAND THERAPY SERVICES	290.00
CURLEY, TIFFANY	Shoes FY17	2016-2017 Work Pant Reimb	20E001 2540 3160 00 000000 0000	104.97
			Totals for CURLEY, TIFFANY	104.97

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DAY, LISA	March 3	PV reimb for Kindergarten conference 3/3/17	10E008 2210 6400 00 000000 0000	139.00
			Totals for DAY, LISA	139.00
DE LAGE LANDEN	53550590	DO copier 25247229	10E001 2410 3250 00 000000 0000	286.73
DE LAGE LANDEN	53617755	9 copiers 25243570	10E001 2410 3250 00 000000 0000	2,411.13
			Totals for DE LAGE LANDEN	2,697.86
DEMCO, INC	6068108	Literacy Night supplies	10E004 1110 4100 00 000000 0000	72.40
DEMCO, INC	6076560	Laminate	10E011 1120 4200 00 000000 0000	105.49
			Totals for DEMCO, INC	177.89
DIAMOND GRAPHICS	13840	Supplies	10E008 1110 4100 00 000000 0000	930.00
DIAMOND GRAPHICS	13853	Supplies	10E008 1110 4100 00 000000 0000	461.70
			Totals for DIAMOND GRAPHICS	1,391.70
DICK POND ATHLETICS,	I000060824	Athletics scorebooks	10E011 1500 4100 00 000000 0000	49.60
			Totals for DICK POND ATHLETICS, INC	49.60
DIETERMAN-BUTT, JENE	March 1	CT reimb for ICE conference 3/1/17	10E010 2210 6400 00 000000 0000	165.00
			Totals for DIETERMAN-BUTT, JENELLE	165.00
DISCOUNT SCHOOL SUPP	D238071901	Supplies	10E004 1110 4100 00 000000 0000	125.89
			Totals for DISCOUNT SCHOOL SUPPLY	125.89
DIVERSEY, STEVEN	Travel 02-	February 2017	10E002 1500 3320 00 000000 0000	30.00
DIVERSEY, STEVEN	Travel 02-	February 2017	10E002 2410 3320 00 000000 0000	50.00
			Totals for DIVERSEY, STEVEN	80.00
DOYLE, MICHAEL	February 2	Mileage reimbursement February 2017	10E001 2212 3320 00 000000 0000	105.50
DOYLE, MICHAEL	January 20	Mileage reimbursement for January	10E001 2212 3320 00 000000 0000	98.65
			Totals for DOYLE, MICHAEL	204.15
DUPAGE FEDERATION ON	3359	Written translation of vaccination letter into Portuguese	10E001 1800 3190 00 000000 0000	88.90
			Totals for DUPAGE FEDERATION ON HUMAN	88.90
ECANOPY	363145	Athletics canopy	10E011 1500 7100 00 000000 0000	978.87
			Totals for ECANOPY	978.87
ECOWATER/DEKALB BOTT	10025 02-1	Central High Athletic Office	10E002 1500 4900 00 000000 0000	28.67
			Totals for ECOWATER/DEKALB BOTTLED WATER	28.67
EDWARD DON & COMPANY	20412810	Shelving Equipment	10E010 2560 7100 00 000000 0000	1,136.00
			Totals for EDWARD DON & COMPANY	1,136.00
ELGIN KEY & LOCK CO	97200	Duplicate Keys	20E001 2540 4110 00 000000 0000	84.42
ELGIN KEY & LOCK CO	96905	Primus Keys/Duplicate Keys	20E001 2540 4110 00 000000 0000	298.75
ELGIN KEY & LOCK CO	96832	Key Blanks	20E001 2540 4110 00 000000 0000	134.00
ELGIN KEY & LOCK CO	96750	Locker Keys	20E001 2540 4110 00 000000 0000	21.95
ELGIN KEY & LOCK CO	97100	Re-Key Cylinders - Transportation	20E001 2540 4110 00 000000 0000	183.34

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ELGIN KEY & LOCK CO	97105	Duplicate keys	20E001 2540 4110 00 000000 0000	21.60
ELGIN KEY & LOCK CO	97215	ReKey Deadbolts for Stadium	20E001 2540 4110 00 000000 0000	127.60
			Totals for ELGIN KEY & LOCK CO INC	871.66
ELLIS-BONK, ANDREA	February 2	Mileage reimbursement	10E001 2150 3320 00 000000 0000	17.55
ELLIS-BONK, ANDREA	2915827	ASHA webinar Social Interactives	10E001 2210 3100 00 462000 0000	79.00
			Totals for ELLIS-BONK, ANDREA	96.55
ENERGY ME MIDWEST LL	35675447-9	Electric Service for All Bldgs	20E001 2540 4660 00 000000 0000	611.15
ENERGY ME MIDWEST LL	35675447-9	Electric Service for All Bldgs	20E002 2540 4660 00 000000 0000	11,650.36
ENERGY ME MIDWEST LL	35675447-9	Electric Service for All Bldgs	20E003 2540 4660 00 000000 0000	4,189.71
ENERGY ME MIDWEST LL	35675447-9	Electric Service for All Bldgs	20E004 2540 4660 00 000000 0000	4,080.26
ENERGY ME MIDWEST LL	35675447-9	Electric Service for All Bldgs	20E005 2540 4660 00 000000 0000	1,260.85
ENERGY ME MIDWEST LL	35675447-9	Electric Service for All Bldgs	20E008 2540 4660 00 000000 0000	4,851.58
ENERGY ME MIDWEST LL	35675447-9	Electric Service for All Bldgs	20E010 2540 4660 00 000000 0000	3,112.07
ENERGY ME MIDWEST LL	35675447-9	Electric Service for All Bldgs	20E011 2540 4660 00 000000 0000	10,040.86
			Totals for ENERGY ME MIDWEST LLC	39,796.84
ERIC ARMIN INC	INV0811249	Math supplies	10E011 1120 4100 00 000000 0000	269.70
			Totals for ERIC ARMIN INC	269.70
FEECE OIL COMPANY	3463656	Regular fuel	40E001 2550 4640 00 000000 0000	966.22
FEECE OIL COMPANY	3463656	Regular fuel	40E001 2550 4900 00 000000 0000	0.50
FEECE OIL COMPANY	3463657	Diesel	40E001 2550 4640 00 000000 0000	2,554.84
FEECE OIL COMPANY	3463657	Diesel	40E001 2550 4900 00 000000 0000	1.32
FEECE OIL COMPANY	3464052	Diesel	40E001 2550 4640 00 000000 0000	2,466.82
FEECE OIL COMPANY	3464052	Diesel	40E001 2550 4900 00 000000 0000	1.28
FEECE OIL COMPANY	3464051	Regular fuel	40E001 2550 4640 00 000000 0000	623.73
FEECE OIL COMPANY	3464051	Regular fuel	40E001 2550 4900 00 000000 0000	0.32
FEECE OIL COMPANY	3464484	Regular fuel	40E001 2550 4640 00 000000 0000	1,028.60
FEECE OIL COMPANY	3464484	Regular fuel	40E001 2550 4900 00 000000 0000	0.53
FEECE OIL COMPANY	3464517	Diesel/Gas	40E001 2550 4640 00 000000 0000	2,849.46
FEECE OIL COMPANY	3464517	Diesel/Gas	40E001 2550 4900 00 000000 0000	1.47
FEECE OIL COMPANY	3465020	Diesel/Gas	40E001 2550 4640 00 000000 0000	3,007.44
FEECE OIL COMPANY	3465020	Diesel/Gas	40E001 2550 4900 00 000000 0000	1.56
FEECE OIL COMPANY	3465024	Regular fuel	40E001 2550 4640 00 000000 0000	1,315.23
FEECE OIL COMPANY	3465024	Regular fuel	40E001 2550 4900 00 000000 0000	0.68
FEECE OIL COMPANY	3465399	Regular fuel	40E001 2550 4640 00 000000 0000	528.61
FEECE OIL COMPANY	3465399	Regular fuel	40E001 2550 4900 00 000000 0000	0.27
FEECE OIL COMPANY	3465778	Diesel/Gas	40E001 2550 4640 00 000000 0000	2,772.60
FEECE OIL COMPANY	3465778	Diesel/Gas	40E001 2550 4900 00 000000 0000	1.43
FEECE OIL COMPANY	3465779	Regular fuel	40E001 2550 4640 00 000000 0000	824.87
FEECE OIL COMPANY	3465779	Regular fuel	40E001 2550 4900 00 000000 0000	0.43
FEECE OIL COMPANY	3465689	Blue DEF	40E001 2550 4640 00 000000 0000	478.95
FEECE OIL COMPANY	3466368	Diesel/Gas	40E001 2550 4640 00 000000 0000	2,885.11
FEECE OIL COMPANY	3466368	Diesel/Gas	40E001 2550 4900 00 000000 0000	1.47
FEECE OIL COMPANY	3466369	Regular fuel, Drivers Ed Feb	10E002 1730 4100 00 000000 0000	137.06

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FEECE OIL COMPANY	3466369	Regular fuel, Drivers Ed Feb	40E001 2550 4640 00 000000 0000	2,048.03
FEECE OIL COMPANY	3466369	Regular fuel, Drivers Ed Feb	40E001 2550 4900 00 000000 0000	-1.13
			Totals for FEECE OIL COMPANY	24,497.70
FIRST SECURITY SYSTE	S84505	Intercom at CMS Service Call	20E001 2540 3100 00 000000 0000	523.00
			Totals for FIRST SECURITY SYSTEMS, INC	523.00
FITZGERALD LIGHTING	29333	Exterior Lighting Repairs CT	20E001 2540 3230 00 000000 0000	1,046.69
FITZGERALD LIGHTING	29334	Exterior Lighting Repairs PV	20E001 2540 3230 00 000000 0000	414.89
			Totals for FITZGERALD LIGHTING	1,461.58
FLOLO HVAC SUPPLY DI	427007	Maintenance Supplies	20E001 2540 4110 00 000000 0000	58.90
			Totals for FLOLO HVAC SUPPLY DIVISION	58.90
FOLLETT SCHOOL SOLUT	571873F-4	LMC Library Grant	10E001 2220 4100 00 399900 0000	348.11
FOLLETT SCHOOL SOLUT	571865F-3	LMC books (Grant)	10E001 2220 4100 00 399900 0000	149.50
FOLLETT SCHOOL SOLUT	575024-2	LMC books	10E011 2220 4300 00 000000 0000	440.07
			Totals for FOLLETT SCHOOL SOLUTIONS, INC	937.68
FOX RIVER FOODS, INC	3332929	Food	10E002 2560 4100 00 000000 0000	36.82
FOX RIVER FOODS, INC	3448606	Food	10E002 2560 4100 00 000000 0000	91.81
FOX RIVER FOODS, INC	3447417	Non-Food	10E002 2560 4900 00 000000 0000	221.60
FOX RIVER FOODS, INC	3447416	Food/Non-Food	10E002 2560 4100 00 000000 0000	4,064.17
FOX RIVER FOODS, INC	3447416	Food/Non-Food	10E002 2560 4900 00 000000 0000	84.68
FOX RIVER FOODS, INC	3441094	Credit/Non-Food	10E002 2560 4900 00 000000 0000	-3.96
FOX RIVER FOODS, INC	3454756	Food	10E002 2560 4100 00 000000 0000	229.68
FOX RIVER FOODS, INC	3454755	Food	10E002 2560 4100 00 000000 0000	3,188.11
FOX RIVER FOODS, INC	3454758	Non-Food	10E002 2560 4900 00 000000 0000	230.54
FOX RIVER FOODS, INC	3455209	Credit/Food	10E002 2560 4100 00 000000 0000	-41.33
FOX RIVER FOODS, INC	3455268	Credit	10E002 2560 4100 00 000000 0000	-10.96
FOX RIVER FOODS, INC	3455269	Credit	10E002 2560 4100 00 000000 0000	-25.31
FOX RIVER FOODS, INC	3460171	Food	10E002 2560 4100 00 000000 0000	2,967.33
FOX RIVER FOODS, INC	3460170	Non-Food	10E002 2560 4900 00 000000 0000	118.99
FOX RIVER FOODS, INC	3454757	Food	10E002 2560 4100 00 000000 0000	25.31
FOX RIVER FOODS, INC	3466942	Credit/Food	10E002 2560 4100 00 000000 0000	-11.36
FOX RIVER FOODS, INC	3467079	Credit/Food	10E002 2560 4100 00 000000 0000	-9.25
FOX RIVER FOODS, INC	3467754	Credit/Food	10E002 2560 4100 00 000000 0000	-117.15
FOX RIVER FOODS, INC	3468442	Food	10E002 2560 4100 00 000000 0000	164.64
FOX RIVER FOODS, INC	3468443	Food	10E002 2560 4100 00 000000 0000	120.03
FOX RIVER FOODS, INC	3460298	Credit/Food	10E002 2560 4100 00 000000 0000	-9.25
FOX RIVER FOODS, INC	3466790	Food	10E002 2560 4100 00 000000 0000	3,650.74
FOX RIVER FOODS, INC	3466787	Non-Food	10E002 2560 4100 00 000000 0000	262.18
FOX RIVER FOODS, INC	3447422	Food	10E010 2560 4100 00 000000 0000	1,016.72
FOX RIVER FOODS, INC	3447423	Non-Food	10E010 2560 4900 00 000000 0000	52.41
FOX RIVER FOODS, INC	3447424	Food	10E010 2560 4100 00 000000 0000	69.60
FOX RIVER FOODS, INC	3456221	Food/Non-Food	10E010 2560 4100 00 000000 0000	571.84
FOX RIVER FOODS, INC	3456221	Food/Non-Food	10E010 2560 4900 00 000000 0000	46.50
FOX RIVER FOODS, INC	3447620	Credit/Food	10E010 2560 4100 00 000000 0000	-35.38
FOX RIVER FOODS, INC	3460176	Food	10E010 2560 4100 00 000000 0000	776.50
FOX RIVER FOODS, INC	3466796	Food	10E010 2560 4100 00 000000 0000	979.88
FOX RIVER FOODS, INC	3466797	Non-Food	10E010 2560 4900 00 000000 0000	31.78
FOX RIVER FOODS, INC	3447421	Food	10E011 2560 4100 00 000000 0000	2,703.04
FOX RIVER FOODS, INC	3447420	Non-Food	10E011 2560 4900 00 000000 0000	230.99
FOX RIVER FOODS, INC	3460175	Food	10E011 2560 4100 00 000000 0000	1,559.71
FOX RIVER FOODS, INC	3460174	Non-Food	10E011 2560 4900 00 000000 0000	291.94
FOX RIVER FOODS, INC	3466795	Non-Food	10E011 2560 4100 00 000000 0000	92.90

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FOX RIVER FOODS, INC	3460339	Credit/Food	10E011 2560 4100 00 000000 0000	-15.41
FOX RIVER FOODS, INC	3466794	Food	10E011 2560 4100 00 000000 0000	1,370.98
FOX RIVER FOODS, INC	3440878	Non-Food	10E003 2560 4900 00 000000 0000	42.12
FOX RIVER FOODS, INC	3440877	Food	10E003 2560 4100 00 000000 0000	603.75
FOX RIVER FOODS, INC	3445729	Food	10E003 2560 4100 00 000000 0000	881.91
FOX RIVER FOODS, INC	3445730	Non-Food	10E003 2560 4900 00 000000 0000	76.18
FOX RIVER FOODS, INC	3460166	Food/CMS/Inv.#3460166	10E003 2560 4100 00 000000 0000	694.64
FOX RIVER FOODS, INC	3448605	Food	10E003 2560 4100 00 000000 0000	17.74
FOX RIVER FOODS, INC	3452110	Food/Non-Food	10E003 2560 4100 00 000000 0000	693.52
FOX RIVER FOODS, INC	3452110	Food/Non-Food	10E003 2560 4900 00 000000 0000	75.11
FOX RIVER FOODS, INC	3460167	Non-Food	10E003 2560 4900 00 000000 0000	56.36
FOX RIVER FOODS, INC	3467791	Credit/Food	10E003 2560 4100 00 000000 0000	-18.22
FOX RIVER FOODS, INC	3468441	Food	10E003 2560 4100 00 000000 0000	105.16
FOX RIVER FOODS, INC	3466928	Credit/Food	10E003 2560 4100 00 000000 0000	-6.39
FOX RIVER FOODS, INC	3466782	Non-Food	10E003 2560 4100 00 000000 0000	89.94
FOX RIVER FOODS, INC	3466781	Food	10E003 2560 4100 00 000000 0000	848.46
FOX RIVER FOODS, INC	3447414	Food	10E004 2560 4100 00 000000 0000	662.68
FOX RIVER FOODS, INC	3447415	Non-Food	10E004 2560 4900 00 000000 0000	105.74
FOX RIVER FOODS, INC	3447413	Food	10E004 2560 4100 00 000000 0000	70.12
FOX RIVER FOODS, INC	3455683	Food	10E004 2560 4100 00 000000 0000	318.25
FOX RIVER FOODS, INC	3455684	Non-Food	10E004 2560 4900 00 000000 0000	99.92
FOX RIVER FOODS, INC	3460168	Food	10E004 2560 4100 00 000000 0000	161.46
FOX RIVER FOODS, INC	3460169	Food	10E004 2560 4100 00 000000 0000	576.12
FOX RIVER FOODS, INC	3466784	Food	10E004 2560 4100 00 000000 0000	512.70
FOX RIVER FOODS, INC	3466785	Non-Food	10E004 2560 4100 00 000000 0000	113.52
FOX RIVER FOODS, INC	3468439	Food	10E004 2560 4100 00 000000 0000	48.18
FOX RIVER FOODS, INC	3440872	Food	10E005 2560 4100 00 000000 0000	557.91
FOX RIVER FOODS, INC	3440871	Food	10E005 2560 4100 00 000000 0000	80.73
FOX RIVER FOODS, INC	3447406	Food/Non-Food	10E005 2560 4100 00 000000 0000	326.98
FOX RIVER FOODS, INC	3447406	Food/Non-Food	10E005 2560 4900 00 000000 0000	16.10
FOX RIVER FOODS, INC	3455682	Food/Non-Food	10E005 2560 4100 00 000000 0000	183.38
FOX RIVER FOODS, INC	3455682	Food/Non-Food	10E005 2560 4900 00 000000 0000	20.21
FOX RIVER FOODS, INC	3456973	Credit/Food	10E005 2560 4100 00 000000 0000	-45.89
FOX RIVER FOODS, INC	3460159	Food	10E005 2560 4100 00 000000 0000	428.71
FOX RIVER FOODS, INC	3460338	Food	10E005 2560 4100 00 000000 0000	-17.07
FOX RIVER FOODS, INC	3466768	Food	10E005 2560 4100 00 000000 0000	80.73
FOX RIVER FOODS, INC	3466769	Food	10E005 2560 4100 00 000000 0000	492.31
FOX RIVER FOODS, INC	3447419	Food	10E008 2560 4100 00 000000 0000	1,049.48
FOX RIVER FOODS, INC	3447418	Non-Food	10E008 2560 4900 00 000000 0000	68.72
FOX RIVER FOODS, INC	3456013	Non-Food	10E008 2560 4900 00 000000 0000	258.08
FOX RIVER FOODS, INC	3456011	Food	10E008 2560 4100 00 000000 0000	441.14
FOX RIVER FOODS, INC	3456935	Credit/Food	10E008 2560 4100 00 000000 0000	-10.16
FOX RIVER FOODS, INC	3460173	Non-Food	10E008 2560 4900 00 000000 0000	40.28
FOX RIVER FOODS, INC	3460172	Food	10E008 2560 4100 00 000000 0000	529.81
FOX RIVER FOODS, INC	3466791	Food	10E008 2560 4100 00 000000 0000	161.46
FOX RIVER FOODS, INC	3466792	Food	10E008 2560 4100 00 000000 0000	794.16
FOX RIVER FOODS, INC	3466793	Non-Food	10E008 2560 4100 00 000000 0000	116.09
			Totals for FOX RIVER FOODS, INC	37,374.19
FOX TECH TRANSITION	FTC0360072	Monthly tuition Feb	10E001 1912 6700 00 000000 0000	3,808.26
			Totals for FOX TECH TRANSITION PROGRAM	3,808.26
FOX VALLEY CAREER CE	Feb 1	FVCC Tuition-FY17 Final Installment	10E001 4220 6700 00 000000 0000	39,687.00
			Totals for FOX VALLEY CAREER CENTER	39,687.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FOX VALLEY FIRE & SA	IN00067953	Service Call for Blue Point Alert System	20E001 2540 3100 00 000000 0000	297.00
			Totals for FOX VALLEY FIRE & SAFETY CO	297.00
GAUTHIER, RANDI	Lunch Refu	Lunch Refund PV-reissue ck 61747	10R008 1611 0000 00 000000 0000	14.70
			Totals for GAUTHIER, RANDI	14.70
GET FRESH PRODUCE IN	2449481	Produce	10E008 2560 4100 00 000000 0000	178.42
GET FRESH PRODUCE IN	2450415	Produce	10E010 2560 4100 00 000000 0000	165.85
GET FRESH PRODUCE IN	2437978	Produce	10E011 2560 4100 00 000000 0000	75.51
GET FRESH PRODUCE IN	2449482	Produce	10E011 2560 4100 00 000000 0000	161.13
GET FRESH PRODUCE IN	2449499	Produce	10E004 2560 4100 00 000000 0000	449.41
GET FRESH PRODUCE IN	2454841	Produce	10E008 2560 4100 00 000000 0000	340.42
GET FRESH PRODUCE IN	2455691	Produce	10E010 2560 4100 00 000000 0000	263.62
GET FRESH PRODUCE IN	2457898	Produce	10E011 2560 4100 00 000000 0000	168.16
GET FRESH PRODUCE IN	2456634	Produce	10E004 2560 4100 00 000000 0000	186.20
GET FRESH PRODUCE IN	2463675	Produce	10E011 2560 4100 00 000000 0000	201.39
GET FRESH PRODUCE IN	2467964	Produce	10E004 2560 4100 00 000000 0000	229.17
GET FRESH PRODUCE IN	2469008	Produce	10E011 2560 4100 00 000000 0000	282.86
GET FRESH PRODUCE IN	2298568	Produce	10E011 2560 4100 00 000000 0000	238.75
GET FRESH PRODUCE IN	2298754	Produce	10E008 2560 4100 00 000000 0000	234.24
GET FRESH PRODUCE IN	2299167	Produce	10E011 2560 4100 00 000000 0000	84.30
GET FRESH PRODUCE IN	2299637	Produce	10E011 2560 4100 00 000000 0000	217.41
GET FRESH PRODUCE IN	336838	Credit/Produce	10E008 2560 4100 00 000000 0000	-43.28
GET FRESH PRODUCE IN	2307147	Produce	10E011 2560 4100 00 000000 0000	313.04
GET FRESH PRODUCE IN	2306983	Produce	10E010 2560 4100 00 000000 0000	189.49
GET FRESH PRODUCE IN	2311836	Produce	10E008 2560 4100 00 000000 0000	97.60
GET FRESH PRODUCE IN	2305029	Produce	10E008 2560 4100 00 000000 0000	333.09
GET FRESH PRODUCE IN	339760	Credit/Produce	10E008 2560 4100 00 000000 0000	-294.53
			Totals for GET FRESH PRODUCE INC	4,072.25
GIARDINA, HOLLY	February 2	Mileage reimb for conference	10E011 1120 3320 00 000000 0000	55.82
			Totals for GIARDINA, HOLLY	55.82
GLENN STEARNS CHAPTE	20170228AD	Case 12B 39322	10L000 4810 6090 00 000000 0000	287.00
GLENN STEARNS CHAPTE	20170315AD	Case 12B 39322	10L000 4810 6090 00 000000 0000	287.00
			Totals for GLENN STEARNS CHAPTER 13 TRUS	574.00
GORMAN, JEFF	Nov 18	Triple I Conf Expenses Nov 18-19	10E001 2310 3320 00 000000 0000	110.56
			Totals for GORMAN, JEFF	110.56
GRACIA, ANA	March 7	Spanish Interpreting	10E001 1800 3190 00 000000 0000	37.50
			Totals for GRACIA, ANA	37.50
GRAINGER	9367003564	Maintenance Supplies	20E001 2540 4110 00 000000 0000	44.64
GRAINGER	9363171258	Maintenance Supplies	20E001 2540 4110 00 000000 0000	64.80
GRAINGER	9375314821	Maintenance Supplies	20E001 2540 4110 00 000000 0000	696.92
			Totals for GRAINGER	806.36
GREAT LAKES CLAY	73404	Art clay	10E011 1120 4100 00 000000 0000	249.86
			Totals for GREAT LAKES CLAY	249.86
GREAT LAKES COCA-COL	820207681	Pop	10E002 2560 4100 00 000000 0000	936.58
GREAT LAKES COCA-COL	820207636	Pop	10E003 2560 4100 00 000000 0000	137.20

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
GREAT LAKES COCA-COL	809207624	Pop	10E011 2560 4100 00 000000 0000	597.82
GREAT LAKES COCA-COL	809207623	Pop	10E011 2560 4100 00 000000 0000	343.00
GREAT LAKES COCA-COL	809207656	Coke	10E011 2410 4900 00 000000 0000	273.59
GREAT LAKES COCA-COL	820207727	Pop	10E002 2560 4100 00 000000 0000	675.80
GREAT LAKES COCA-COL	809207731	Pop	10E011 2560 4100 00 000000 0000	240.31
GREAT LAKES COCA-COL	820207781	Central High Athletics pop	10E002 1500 4900 00 000000 0000	587.13
GREAT LAKES COCA-COL	817207229	Central High Athletics pop	10E002 1500 4900 00 000000 0000	783.33
GREAT LAKES COCA-COL	820207814	Pop	10E002 2560 4100 00 000000 0000	1,261.54
GREAT LAKES COCA-COL	809207764	Coke Order	10E010 2410 4900 00 000000 0000	297.75
			Totals for GREAT LAKES COCA-COLA DISTRIB	6,134.05
GROVE SCHOOL INC	IN00000950	Monthly tuition Feb	10E001 1912 6700 00 000000 0000	11,927.72
			Totals for GROVE SCHOOL INC	11,927.72
HARING, EMILY	February 2	February 2017 mileage	10E001 2660 3320 00 000000 0000	16.94
			Totals for HARING, EMILY	16.94
HATTER, ANNETTE	CET17	Outside OT services February	10E001 2210 3100 00 462000 0000	300.00
			Totals for HATTER, ANNETTE	300.00
HAUG, MATTHEW	Travel 02-	February 2017	10E011 2410 3320 00 000000 0000	50.00
			Totals for HAUG, MATTHEW	50.00
HEATH, DERON	FY17 Shoes	2016-2017 Work Pant Reimb	20E001 2540 3160 00 000000 0000	55.98
			Totals for HEATH, DERON	55.98
HEINEMANN	6734871	Heinemann F&P Materials	10E001 2210 4100 00 490900 0000	419.10
HEINEMANN	6743962	Reading Resource Comprehension Tool kits	10E008 2410 4100 00 000000 0000	440.00
			Totals for HEINEMANN	859.10
HINCKLEY SPRING WATE	14870571 0	B&G Bottle Water	20E001 2540 3700 00 000000 0000	20.55
HINCKLEY SPRING WATE	2448865 02	Water	40E001 2550 4100 00 000000 0000	73.20
			Totals for HINCKLEY SPRING WATER COMPANY	93.75
HIX BROS MUSIC	133268	Headset	10E004 1110 4100 00 000000 0000	94.00
			Totals for HIX BROS MUSIC	94.00
HODGES LOIZZI EISENH	37088	Legal Fees January	80E001 2369 3180 00 000000 0000	22,478.92
			Totals for HODGES LOIZZI EISENHAMMER	22,478.92
HOOVER, NICHOLE	Lunch Refu	Lunch Refund PKMS-reissue ck 61767	10R011 1611 0000 00 000000 0000	5.30
			Totals for HOOVER, NICHOLE	5.30
HOUGHTON MIFFLIN COM	710044942	TXT System 44 additional licenses	10E011 1120 4200 00 000000 0000	90.00
			Totals for HOUGHTON MIFFLIN COMPANY	90.00
HUBERT COMPANY	308697	Carts	10E002 2560 4900 00 000000 0000	573.96
			Totals for HUBERT COMPANY	573.96
IDES	671022626	4th Qtr 10/1/16 to 12/31/16	80E001 2363 3830 00 000000 0000	4,811.00
			Totals for IDES	4,811.00
IHLS-OCLC	9647	Database	10E002 2220 4100 00 000000 0000	-5.72

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
IHLS-OCLC	11803	Database FY17 OCLC	10E002 2220 4100 00 000000 0000	188.65
			Totals for IHLS-OCLC	182.93
ILLINI POWER PRODUCT	PCN0000058	Generator Inspections	20E001 2540 3100 00 000000 0000	1,184.00
			Totals for ILLINI POWER PRODUCTS	1,184.00
ILLINOIS DEPARTMENT	SG08937200	Operator License Renewal - David Callahan	20E001 2540 6400 00 000000 0000	15.00
			Totals for ILLINOIS DEPARTMENT OF AGRICU	15.00
ILLINOIS DEPT OF REV	20170228AD	Payroll accrual	10L000 4810 6090 00 000000 0000	0.00
ILLINOIS DEPT OF REV	20170228AD	Payroll accrual	40L000 4810 6090 00 000000 0000	48.06
			Totals for ILLINOIS DEPT OF REVENUE	48.06
ILLINOIS PRINCIPALS	8027710	Academy Registration-C. Walter	10E001 2210 6400 00 000000 0000	189.00
			Totals for ILLINOIS PRINCIPALS ASSOCIATI	189.00
ILLINOIS VIRTUAL SCH	81816-59	Student Remote Learning	10E001 4280 6700 00 000000 0000	450.00
			Totals for ILLINOIS VIRTUAL SCHOOL	450.00
IMAGE AWARDS & ENGRA	29485	Retirement Clock	10E001 2310 4100 00 000000 0000	82.90
			Totals for IMAGE AWARDS & ENGRAVING	82.90
INTEGRATED SYSTEMS C	684120	Subscription Fee April 2017	10E001 2520 3100 00 000000 0000	828.00
			Totals for INTEGRATED SYSTEMS CORPORATIO	828.00
ITEN, KAYTLIN	Shoes FY17	2016-2017 Work Boot Reimb	20E001 2540 3160 00 000000 0000	150.00
			Totals for ITEN, KAYTLIN	150.00
J & D ENTERPRISES	902241170	CHS Repair Main Bleacher System	20E001 2540 3230 00 000000 0000	1,143.60
			Totals for J & D ENTERPRISES	1,143.60
JOINER, DANIEL	Shoes FY17	2016-2017 Work Boot Reimb	20E001 2540 3160 00 000000 0000	79.99
JOINER, DANIEL	Shoes FY17	2016-2017 Work Pant Reimb	20E001 2540 3160 00 000000 0000	70.01
			Totals for JOINER, DANIEL	150.00
JOLLY LEARNING LTD	3862734	EC Activity books	10E004 1110 4200 00 000000 0000	58.64
			Totals for JOLLY LEARNING LTD	58.64
JURS, REBECCA	Travel 02-	February 2017	10E005 2410 3320 00 000000 0000	50.00
			Totals for JURS, REBECCA	50.00
JUST FOR KIX	46377	Central High Athletics supplies	10E002 1500 4100 00 000000 0000	355.32
			Totals for JUST FOR KIX	355.32
KAMCOM TECHNOLOGIES	166151	Chromebook parts	10E001 2660 4100 00 000000 0000	2,200.00
			Totals for KAMCOM TECHNOLOGIES INC	2,200.00
KAMP, SUSAN	Uniform FY	Pants reimb	10E010 2560 3190 00 000000 0000	91.90
			Totals for KAMP, SUSAN	91.90
KANE COUNTY COUGARS	28523A	Balance for Seminar Package B	10E002 2210 3190 00 322000 0000	466.00
			Totals for KANE COUNTY COUGARS	466.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
KANE COUNTY REGIONAL	9514	C. Beasley Consulting Fees for 12/15 & 1/10	10E001 2210 6400 00 000000 0000	2,400.00
KANE COUNTY REGIONAL	9529	Fingerprinting January	10E001 2520 3100 00 000000 0000	160.00
KANE COUNTY REGIONAL	9549	Fingerprinting February	10E001 2520 3100 00 000000 0000	160.00
KANE COUNTY REGIONAL	9556	Refresher course	40E001 2550 6400 00 000000 0000	10.00
			Totals for KANE COUNTY REGIONAL OFFICE O	2,730.00
KING, JEFFREY	Travel 02-	February 2017	10E010 2410 3320 00 000000 0000	50.00
			Totals for KING, JEFFREY	50.00
KING, NICHOLAS	February 2	February 2017 mileage	10E001 2660 3320 00 000000 0000	18.89
			Totals for KING, NICHOLAS	18.89
KNAPEK, ABIGAIL	Travel 02-	February 2017	20E001 2540 3320 00 000000 0000	150.00
			Totals for KNAPEK, ABIGAIL	150.00
KNEWITZ, JOHN	February 2	Psych Consultant Feb	10E001 2140 3140 00 000000 0000	3,080.00
			Totals for KNEWITZ, JOHN	3,080.00
KROEGER, SARA	March 3	Pre-K and Kindergarten conference reimb	10E010 2210 6400 00 000000 0000	149.00
			Totals for KROEGER, SARA	149.00
LAKE-COOK DISTRIBUTO	20170349	Textbooks Touching Spirit Bear	10E011 1120 4200 00 000000 0000	611.25
			Totals for LAKE-COOK DISTRIBUTORS, INC	611.25
LAKESHORE LEARNING M	1293760217	Supplies	10E004 1110 4100 00 000000 0000	143.16
LAKESHORE LEARNING M	1195870217	Supplies	10E004 1110 4100 00 000000 0000	149.49
			Totals for LAKESHORE LEARNING MATERIALS	292.65
LANGE, TRENT	Jan-Feb 20	Mileage reimbursement	10E001 2150 3320 00 000000 0000	52.64
LANGE, TRENT	March 3	Webinar reimbursement	10E001 2210 3100 00 462000 0000	283.20
			Totals for LANGE, TRENT	335.84
LARSON & DARBY GROUP	37162A	CHS Phase 1 expenses	60E002 2540 5400 00 000000 0000	7,843.73
			Totals for LARSON & DARBY GROUP	7,843.73
LEISNER, MELISSA	Tuition 01	Tuition reimb for LIT 660: Storytelling, LIT 701: Methods of Educational Research, and LIT 705: Survey of History and Seminal Studies in Literacy	10E011 1120 2300 00 000000 0000	800.00
			Totals for LEISNER, MELISSA	800.00
LEWIS, KIMBERLY	Travel 02-	February 2017	10E002 2410 3320 00 000000 0000	50.00
			Totals for LEWIS, KIMBERLY	50.00
LIBRARY FURNITURE IN	5422	Library signs	10E004 2410 4900 00 000000 0000	1,592.36
			Totals for LIBRARY FURNITURE INTERNATION	1,592.36
LUKER, DEBORAH	Uniform FY	Reimburse Shoes	10E002 2560 3190 00 000000 0000	125.00
			Totals for LUKER, DEBORAH	125.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
LUKER, KEITH	Shoes FY17	2016-2017 Work Shoe Reimb	20E001 2540 3160 00 000000 0000	150.00
			Totals for LUKER, KEITH	150.00
LULLO, JANE	March 11	Registration/Mileage-CPR/BLS Instructor Course	10E001 2210 3100 00 462000 0000	181.28
			Totals for LULLO, JANE	181.28
MARENGO AUTO BODY AN	22882	Repairs Bus 27	40E001 2550 3230 00 000000 0000	7,420.60
			Totals for MARENGO AUTO BODY AND GLASS	7,420.60
MARTENS, RICHARD	Shoes FY17	2016-2017 Work Shoe/Pant Reimb	20E001 2540 3160 00 000000 0000	95.02
			Totals for MARTENS, RICHARD	95.02
MATISON, DAVID	Shoes FY17	2016-2017 Work Shoe Reimb	20E001 2540 3160 00 000000 0000	69.98
MATISON, DAVID	Shoes FY17	2016-2017 Work Pant Reimb	20E001 2540 3160 00 000000 0000	46.98
			Totals for MATISON, DAVID	116.96
MCCASTLAND, KERRI	Travel 02-	February 2017	10E002 2410 3320 00 000000 0000	50.00
			Totals for MCCASTLAND, KERRI	50.00
MCGRAW HILL SCHOOL E	9678577300	Intervention Material Replaceables	10E008 2410 4100 00 000000 0000	221.57
MCGRAW HILL SCHOOL E	9659804100	Sp Ed Corrective Reading Decoding	10E008 2410 4100 00 000000 0000	242.59
			Totals for MCGRAW HILL SCHOOL EDUCATION	464.16
MCHENRY ANALYTICAL W	593451	Water Sample CMS	20E001 2540 3100 00 000000 0000	167.00
			Totals for MCHENRY ANALYTICAL WATER LABO	167.00
MENARDS, ELGIN	17585	Custodial and Grounds Supplies	20E001 2540 4100 00 000000 0000	14.76
MENARDS, ELGIN	17585	Custodial and Grounds Supplies	20E001 2540 4120 00 000000 0000	59.96
MENARDS, ELGIN	17931	Grounds Supplies	20E001 2540 4120 00 000000 0000	7.78
MENARDS, ELGIN	17980	Grounds Supplies	20E001 2540 4120 00 000000 0000	347.71
MENARDS, ELGIN	18329	Maintenance Supplies	20E001 2540 4110 00 000000 0000	13.90
MENARDS, ELGIN	18391	Grounds Supplies	20E001 2540 4120 00 000000 0000	19.90
			Totals for MENARDS, ELGIN	464.01
MIDWEST COMPUTER PRO	444713	Projector & Lamps	10E008 2410 7100 00 000000 0000	713.65
MIDWEST COMPUTER PRO	444729	Projector lumens & bulbs	10E008 2410 7100 00 000000 0000	1,580.59
			Totals for MIDWEST COMPUTER PRODUCTS, IN	2,294.24
MIDWEST TRANSIT EQUI	X106008442	Lights	40E001 2550 4100 00 000000 0000	233.05
			Totals for MIDWEST TRANSIT EQUIPMENT, IN	233.05
MIRENDA, PAMELA	Travel 02-	February 2017	10E001 2560 3320 00 000000 0000	100.00
			Totals for MIRENDA, PAMELA	100.00
MONGAN, ESTHER	Travel 02-	February 2017	10E001 2320 3320 00 000000 0000	200.00
			Totals for MONGAN, ESTHER	200.00
MUSIC & ARTS CENTER,	INV0043221	Chorus music	10E011 1120 4100 00 000000 0000	45.00
MUSIC & ARTS CENTER,	INV0041172	Chorus music	10E011 1120 4100 00 000000 0000	146.20
			Totals for MUSIC & ARTS CENTER, INC	191.20

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NATIONAL SEED	566724SI	Grounds Supplies	20E001 2540 4120 00 000000 0000	512.00
			Totals for NATIONAL SEED	512.00
NCPERS-IL IMRF	20170215AD	Payroll accrual	10L000 4810 4070 00 000000 0000	8.00
NCPERS-IL IMRF	20170215AD	Payroll accrual	40L000 4810 4070 00 000000 0000	48.00
NCPERS-IL IMRF	20170228AD	Payroll accrual	10L000 4810 4070 00 000000 0000	8.00
NCPERS-IL IMRF	20170228AD	Payroll accrual	40L000 4810 4070 00 000000 0000	48.00
			Totals for NCPERS-IL IMRF	112.00
NCS PEARSON, INC	11062689	Protocols	10E001 2140 4100 00 000000 0000	21.00
NCS PEARSON, INC	11069947	Protocols	10E001 2140 4100 00 000000 0000	69.80
NCS PEARSON, INC	11086244	Online Interactive protocols	10E001 1200 4100 00 462000 0000	262.50
			Totals for NCS PEARSON, INC	353.30
NIHIP	20170215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	15,318.60
NIHIP	20170215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	232.10
NIHIP	20170215AD	Payroll accrual	40L000 4810 4010 00 000000 0000	573.17
NIHIP	20170215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,018.92
NIHIP	20170215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	1,634.11
NIHIP	20170215AD	Payroll accrual	40L000 4810 4010 00 000000 0000	42.02
NIHIP	20170215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	117.68
NIHIP	20170215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	224.03
NIHIP	20170215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,637.20
NIHIP	20170215AD	Payroll accrual	40L000 4810 4010 00 000000 0000	204.65
NIHIP	20170215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	1,149.15
NIHIP	20170215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	913.35
NIHIP	20170215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	283.84
NIHIP	20170215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	141.92
NIHIP	20170215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	142.35
NIHIP	20170215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	461.44
NIHIP	20170215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	461.44
NIHIP	20170215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,645.02
NIHIP	20170215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,638.96
NIHIP	20170215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	319.80
NIHIP	20170215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	19.80
NIHIP	20170215AD	Payroll accrual	10L000 1120 0010 00 000000 0000	142.05
NIHIP	20170215AD	Payroll accrual	20L000 1120 0010 00 000000 0000	17.55
NIHIP	20170215AD	Payroll accrual	40L000 1120 0010 00 000000 0000	6.75
NIHIP	20170215AD	Payroll accrual	10L000 1120 0010 00 000000 0000	60.00
NIHIP	20170215AD	Payroll accrual	20L000 1120 0010 00 000000 0000	7.50
NIHIP	20170215AD	Payroll accrual	40L000 1120 0010 00 000000 0000	1.25
NIHIP	20170215AD	Payroll accrual	10L000 1120 0010 00 000000 0000	716.00
NIHIP	20170215AD	Payroll accrual	20L000 1120 0010 00 000000 0000	112.35
NIHIP	20170215AD	Payroll accrual	40L000 1120 0010 00 000000 0000	125.35
NIHIP	20170215AD	Payroll accrual	10L000 4810 2240 00 000000 0000	827.82
NIHIP	20170215AD	Payroll accrual	20L000 4810 2240 00 000000 0000	112.42
NIHIP	20170215AD	Payroll accrual	40L000 4810 2240 00 000000 0000	10.22
NIHIP	20170215AD	Payroll accrual	10L000 4810 2240 00 000000 0000	355.74
NIHIP	20170215AD	Payroll accrual	20L000 4810 2240 00 000000 0000	39.93
NIHIP	20170215AD	Payroll accrual	40L000 4810 2240 00 000000 0000	14.52
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	71,021.67
NIHIP	20170215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,624.68
NIHIP	20170215AF	Payroll accrual	40L000 4810 2220 00 000000 0000	355.22
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,766.25
NIHIP	20170215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,079.45

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	46,533.82
NIHIP	20170215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	355.22
NIHIP	20170215AF	Payroll accrual	40L000 4810 2220 00 000000 0000	710.44
NIHIP	20170215AF	Payroll accrual	40L000 4810 2220 00 000000 0000	1,023.64
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,079.30
NIHIP	20170215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	4,973.08
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	672.08
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,911.44
NIHIP	20170215AF	Payroll accrual	40L000 4810 2220 00 000000 0000	613.93
NIHIP	20170215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,943.75
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	939.60
NIHIP	20170215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	313.20
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,470.67
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20170215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	588.75
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	838.71
NIHIP	20170215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	588.75
NIHIP	20170215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	285.32
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,934.88
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	570.64
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20170215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,916.80
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,197.90
NIHIP	20170215AF	Payroll accrual	40L000 4810 2220 00 000000 0000	319.79
NIHIP	20170215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	960.33
NIHIP	20170215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,538.52
NIHIP	20170215AF	Payroll accrual	10L000 4810 2210 00 000000 0000	390.42
NIHIP	20170215AF	Payroll accrual	20L000 4810 2210 00 000000 0000	36.78
NIHIP	20170215AF	Payroll accrual	40L000 4810 2210 00 000000 0000	6.48
NIHIP	20170215AF	Payroll accrual	10L000 4810 2200 00 000000 0000	268.24
NIHIP	20170215AF	Payroll accrual	20L000 4810 2200 00 000000 0000	11.73
NIHIP	20170215AF	Payroll accrual	40L000 4810 2200 00 000000 0000	9.54
NIHIP	20170228AD	Payroll accrual	10L000 4810 4010 00 000000 0000	15,318.60
NIHIP	20170228AD	Payroll accrual	20L000 4810 4010 00 000000 0000	232.10
NIHIP	20170228AD	Payroll accrual	40L000 4810 4010 00 000000 0000	573.17
NIHIP	20170228AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,018.92
NIHIP	20170228AD	Payroll accrual	20L000 4810 4010 00 000000 0000	1,634.11
NIHIP	20170228AD	Payroll accrual	40L000 4810 4010 00 000000 0000	42.02
NIHIP	20170228AD	Payroll accrual	10L000 4810 4010 00 000000 0000	117.68
NIHIP	20170228AD	Payroll accrual	10L000 4810 4010 00 000000 0000	224.03
NIHIP	20170228AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,637.20
NIHIP	20170228AD	Payroll accrual	40L000 4810 4010 00 000000 0000	204.65
NIHIP	20170228AD	Payroll accrual	20L000 4810 4010 00 000000 0000	1,149.15
NIHIP	20170228AD	Payroll accrual	10L000 4810 4010 00 000000 0000	913.35
NIHIP	20170228AD	Payroll accrual	10L000 4810 4010 00 000000 0000	283.84
NIHIP	20170228AD	Payroll accrual	20L000 4810 4010 00 000000 0000	141.92
NIHIP	20170228AD	Payroll accrual	20L000 4810 4010 00 000000 0000	142.35
NIHIP	20170228AD	Payroll accrual	10L000 4810 4010 00 000000 0000	461.44
NIHIP	20170228AD	Payroll accrual	20L000 4810 4010 00 000000 0000	461.44
NIHIP	20170228AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,645.02
NIHIP	20170228AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,638.96
NIHIP	20170228AD	Payroll accrual	10L000 4810 4010 00 000000 0000	319.80
NIHIP	20170228AD	Payroll accrual	20L000 4810 4010 00 000000 0000	6.60
NIHIP	20170228AD	Payroll accrual	10L000 1120 0010 00 000000 0000	142.05
NIHIP	20170228AD	Payroll accrual	20L000 1120 0010 00 000000 0000	17.55

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NIHIP	20170228AD	Payroll accrual	40L000 1120 0010 00 000000 0000	6.75
NIHIP	20170228AD	Payroll accrual	10L000 1120 0010 00 000000 0000	60.00
NIHIP	20170228AD	Payroll accrual	20L000 1120 0010 00 000000 0000	7.50
NIHIP	20170228AD	Payroll accrual	40L000 1120 0010 00 000000 0000	1.25
NIHIP	20170228AD	Payroll accrual	10L000 1120 0010 00 000000 0000	718.40
NIHIP	20170228AD	Payroll accrual	20L000 1120 0010 00 000000 0000	112.35
NIHIP	20170228AD	Payroll accrual	40L000 1120 0010 00 000000 0000	125.35
NIHIP	20170228AD	Payroll accrual	10L000 4810 2240 00 000000 0000	827.82
NIHIP	20170228AD	Payroll accrual	20L000 4810 2240 00 000000 0000	112.42
NIHIP	20170228AD	Payroll accrual	40L000 4810 2240 00 000000 0000	10.22
NIHIP	20170228AD	Payroll accrual	10L000 4810 2240 00 000000 0000	355.74
NIHIP	20170228AD	Payroll accrual	20L000 4810 2240 00 000000 0000	39.93
NIHIP	20170228AD	Payroll accrual	40L000 4810 2240 00 000000 0000	14.52
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	71,021.67
NIHIP	20170228AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,624.68
NIHIP	20170228AF	Payroll accrual	40L000 4810 2220 00 000000 0000	355.22
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,766.25
NIHIP	20170228AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,079.45
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	46,889.04
NIHIP	20170228AF	Payroll accrual	20L000 4810 2220 00 000000 0000	355.22
NIHIP	20170228AF	Payroll accrual	40L000 4810 2220 00 000000 0000	710.44
NIHIP	20170228AF	Payroll accrual	40L000 4810 2220 00 000000 0000	1,023.64
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,079.30
NIHIP	20170228AF	Payroll accrual	20L000 4810 2220 00 000000 0000	4,973.08
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	672.08
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,911.44
NIHIP	20170228AF	Payroll accrual	40L000 4810 2220 00 000000 0000	613.93
NIHIP	20170228AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,943.75
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	939.60
NIHIP	20170228AF	Payroll accrual	20L000 4810 2220 00 000000 0000	313.20
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,470.67
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20170228AF	Payroll accrual	20L000 4810 2220 00 000000 0000	588.75
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	838.71
NIHIP	20170228AF	Payroll accrual	20L000 4810 2220 00 000000 0000	588.75
NIHIP	20170228AF	Payroll accrual	20L000 4810 2220 00 000000 0000	285.32
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,934.88
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	570.64
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20170228AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,916.80
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,197.90
NIHIP	20170228AF	Payroll accrual	40L000 4810 2220 00 000000 0000	319.79
NIHIP	20170228AF	Payroll accrual	10L000 4810 2220 00 000000 0000	960.33
NIHIP	20170228AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,912.14
NIHIP	20170228AF	Payroll accrual	10L000 4810 2210 00 000000 0000	391.23
NIHIP	20170228AF	Payroll accrual	20L000 4810 2210 00 000000 0000	35.97
NIHIP	20170228AF	Payroll accrual	40L000 4810 2210 00 000000 0000	6.48
NIHIP	20170228AF	Payroll accrual	10L000 4810 2200 00 000000 0000	268.24
NIHIP	20170228AF	Payroll accrual	20L000 4810 2200 00 000000 0000	11.73
NIHIP	20170228AF	Payroll accrual	40L000 4810 2200 00 000000 0000	9.54
NIHIP	March 2017	Medical adjustment	10E002 1130 2210 00 000000 0000	183.38
NIHIP	March 2017	Medical adjustment	10E002 1130 2220 00 000000 0000	1,149.70
NIHIP	March 2017	Medical adjustment	20E001 2540 2210 00 000000 0000	-4.05
NIHIP	March 2017	Medical adjustment	20E001 2540 2220 00 000000 0000	-4,038.86
			Totals for NIHIP	401,233.25

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NORTHWESTERN ILLINOI	170247	Outside diagnostic testing	10E001 3700 3100 00 462000 0000	607.00
NORTHWESTERN ILLINOI	170266	Outside interpreting services	10E001 3700 3100 00 462000 0000	48.69
			Totals for NORTHWESTERN ILLINOIS ASSOCIA	655.69
OFFICE DEPOT	8942293220	Supplies	10E004 1110 4100 00 000000 0000	51.17
OFFICE DEPOT	9001970340	ECSE & 5th grade team supplies	10E004 1110 4100 00 000000 0000	123.54
OFFICE DEPOT	8992178290	Office Supplies	40E001 2550 4110 00 000000 0000	7.49
OFFICE DEPOT	8992180510	Office Supplies	40E001 2550 4110 00 000000 0000	89.56
OFFICE DEPOT	8992180520	Office Supplies	40E001 2550 4110 00 000000 0000	7.30
OFFICE DEPOT	9068580260	Office Supplies	10E001 2212 4100 00 000000 0000	52.36
OFFICE DEPOT	9003094400	Supplies	10E011 2410 4100 00 000000 0000	297.45
OFFICE DEPOT	9065892990	Office supplies	10E005 2410 4100 00 000000 0000	70.45
OFFICE DEPOT	9001970340	ECSE & 5th grade team supplies	10E004 1110 4100 00 000000 0000	165.75
			Totals for OFFICE DEPOT	865.07
ORIENTAL TRADING COM	681935900-	Supplies	10E004 1110 4100 00 000000 0000	12.37
			Totals for ORIENTAL TRADING COMPANY, INC	12.37
PAPER DIRECT	42955376	Graduation paper	10E002 2410 4100 00 000000 0000	190.95
			Totals for PAPER DIRECT	190.95
PARKLAND PREPARATORY	1815	Monthly tuition Feb	10E001 1912 6700 00 000000 0000	3,601.83
			Totals for PARKLAND PREPARATORY ACADEMY	3,601.83
PARRA, ROBERTO	February 2	February 2017 mileage	10E001 2660 3320 00 000000 0000	60.80
			Totals for PARRA, ROBERTO	60.80
PASQUINI, CHRISTOPHE	February 2	February 2017 mileage	10E001 2660 3320 00 000000 0000	22.52
			Totals for PASQUINI, CHRISTOPHER	22.52
PASZT, ALEXANDRA	Travel 02-	February 2017	10E011 2410 3320 00 000000 0000	50.00
			Totals for PASZT, ALEXANDRA	50.00
PAXTON PATTERSON LLC	335912	Woods supplies	10E002 1400 4100 10 000000 0000	196.00
			Totals for PAXTON PATTERSON LLC	196.00
PEARSON EDUCATION	4024905939	Big Books	10E004 1110 4200 00 000000 0000	123.59
PEARSON EDUCATION	4024905939	Big Books	10E008 1110 4200 00 000000 0000	251.69
			Totals for PEARSON EDUCATION	375.28
PETERSEN, STEVE	Feb 24	CHS Athletics supplies	10E002 1500 4100 00 000000 0000	500.00
			Totals for PETERSEN, STEVE	500.00
PETERSON, KELLY	2916284	ASHA Webinar reimb	10E001 2210 3100 00 462000 0000	99.00
			Totals for PETERSON, KELLY	99.00
PFLUG, DAINA	February 2	Mileage Expense Reimb	10E001 2520 3320 00 000000 0000	54.57
			Totals for PFLUG, DAINA	54.57
PIONEER DRAMA SERVIC	545903	CMS School Play	10E003 1120 4100 00 000000 0000	230.75
			Totals for PIONEER DRAMA SERVICE, INC	230.75
PITNEY BOWES	1003301334	Pitney Bowes adapters for LL	10E001 2660 4100 00 000000 0000	198.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		& PKMS		
			Totals for PITNEY BOWES	198.00
PITNEY BOWES GLOBAL	718912LN	Pitney Bowes Rental DO	10E001 2410 3250 00 000000 0000	212.00
PITNEY BOWES GLOBAL	3101058890	Pitney Bowes rental HBT	10E001 2410 3250 00 000000 0000	38.00
PITNEY BOWES GLOBAL	3101058431	Pitney Bowes rental PK	10E001 2410 3250 00 000000 0000	198.00
PITNEY BOWES GLOBAL	3101056295	Pitney Bowes Rental CHS	10E001 2410 3250 00 000000 0000	102.00
PITNEY BOWES GLOBAL	3101061026	Pitney Bowes Rental LL	10E001 2410 3250 00 000000 0000	117.00
PITNEY BOWES GLOBAL	3101059446	Pitney Bowes Rental PV	10E001 2410 3250 00 000000 0000	114.00
PITNEY BOWES GLOBAL	3101057026	Pitney Bowes rental CT	10E001 2410 3250 00 000000 0000	138.00
PITNEY BOWES GLOBAL	3101060206	Pitney Bowes rental CMS	10E001 2410 3250 00 000000 0000	312.19
			Totals for PITNEY BOWES GLOBAL FINANCIAL	1,231.19
PMA LEASING, INC	413937	4 Ricoh copiers	10E001 2410 3250 00 000000 0000	2,781.35
			Totals for PMA LEASING, INC	2,781.35
POMP'S TIRE SERVICE	640049273	Equipment Vehicle Parts	20E001 2540 4120 00 000000 0000	111.61
			Totals for POMP'S TIRE SERVICE	111.61
POSITIVE REFLECTION	3-07-2016	Social Media Feb	10E001 2900 3000 00 000000 0000	2,000.00
			Totals for POSITIVE REFLECTION PUBLIC RE	2,000.00
POTSIC, MICHAEL	February 2	Mileage reimbursement	10E001 2330 3320 00 000000 0000	196.92
POTSIC, MICHAEL	Travel 02-	February 2017	10E001 2330 3320 00 000000 0000	200.00
			Totals for POTSIC, MICHAEL	396.92
PRINTERLOGIC LLC	US5215792	PI Maintenance	10E001 2660 3160 00 000000 0000	5,201.96
			Totals for PRINTERLOGIC LLC	5,201.96
PRO-ED	2621314	Protocols	10E001 2140 4100 00 000000 0000	337.54
			Totals for PRO-ED	337.54
RADI-LINK, INC	106468	Parts for Radios B & G	20E001 2540 4110 00 000000 0000	251.00
			Totals for RADI-LINK, INC	251.00
REALLY GOOD STUFF	5882328	Supplies	10E004 1110 4100 00 000000 0000	64.42
			Totals for REALLY GOOD STUFF	64.42
REBONE, STEPHANIE	March 3	Reimb for IL ASCD Kindergarten conference	10E008 2210 6400 00 000000 0000	139.00
			Totals for REBONE, STEPHANIE	139.00
REPUBLIC SERVICES #9	551-013279	Refuse & Recycle	20E001 2540 3210 00 000000 0000	1,600.94
			Totals for REPUBLIC SERVICES #933	1,600.94
RICAMATO, MICHELE	12619	Speech Therapy	10E001 4120 3190 00 000000 0000	600.00
			Totals for RICAMATO, MICHELE	600.00
RIDGEVIEW ELECTRIC I	35570	Electrical Work at CHS Through Precast Wall into Basement Tunnel	60E002 2540 5400 00 000000 0000	1,002.00
			Totals for RIDGEVIEW ELECTRIC INC	1,002.00
RIGITANO, ANTHONY	March 9	Tuition reimb for CEDU 556: Middle/Secondary School Curriculum and Instruction	10E002 1130 2300 00 000000 0000	300.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for RIGITANO, ANTHONY	300.00
ROHDE, SONYA	September	Mileage Reimbursement-reissue ck 61847	10E003 1120 3320 00 000000 0000	31.05
			Totals for ROHDE, SONYA	31.05
SALAMONE, JULIE	Travel 02-	February 2017	10E004 2410 3320 00 000000 0000	50.00
			Totals for SALAMONE, JULIE	50.00
SALEM GROUP	2178882	Property research	10E001 2660 3190 00 000000 0000	4,670.00
SALEM GROUP	2188952	Property research	10E001 2660 3190 00 000000 0000	4,203.00
			Totals for SALEM GROUP	8,873.00
SAVAGE PRO AUDIO INC	BCHS221	CHS Athletics repairs	10E002 1500 3190 00 000000 0000	350.00
			Totals for SAVAGE PRO AUDIO INC	350.00
SCHOLASTIC MAGAZINES	M6116728	Add'l Magazines for 1st Grade	10E005 1110 4200 00 000000 0000	34.65
			Totals for SCHOLASTIC MAGAZINES	34.65
SCHOLASTIC READING C	29592960	ELA book	10E011 1120 4100 00 000000 0000	40.00
			Totals for SCHOLASTIC READING CLUB	40.00
SCHOOL NUTRITION ASS	IL02062017	SNA National and State Memberships	10E002 2560 6400 00 000000 0000	509.00
			Totals for SCHOOL NUTRITION ASSOCIATION	509.00
SCHOOL PAPER EXPRESS	52553	School newspaper	10E002 1130 3190 00 000000 0000	382.00
			Totals for SCHOOL PAPER EXPRESS	382.00
SCHREIBER-SPECA, JIL	Travel 02-	February 2017	10E008 2410 3320 00 000000 0000	50.00
			Totals for SCHREIBER-SPECA, JILL	50.00
SCHURING & SCHURING	Feb 2017 C	Dairy	10E002 2560 4100 00 000000 0000	1,101.59
SCHURING & SCHURING	Feb 2017 H	Dairy	10E004 2560 4100 00 000000 0000	927.36
SCHURING & SCHURING	Feb 2017 L	Dairy	10E005 2560 4100 00 000000 0000	384.25
SCHURING & SCHURING	Feb 2017 C	Dairy	10E003 2560 4100 00 000000 0000	327.21
SCHURING & SCHURING	Feb 2017 P	Dairy	10E008 2560 4100 00 000000 0000	908.18
SCHURING & SCHURING	Feb 2017 P	Dairy	10E011 2560 4100 00 000000 0000	598.59
SCHURING & SCHURING	Feb 2017 C	Dairy	10E010 2560 4100 00 000000 0000	1,068.32
			Totals for SCHURING & SCHURING	5,315.50
SCHUTH, DANIEL	Travel 02-	February 2017	10E008 2410 3320 00 000000 0000	50.00
			Totals for SCHUTH, DANIEL	50.00
SERVICE CONCEPTS, IN	18844	LL HVAC Boiler Repair	20E001 2540 3230 00 000000 0000	151.50
SERVICE CONCEPTS, IN	18845	HVAC Boiler Repair	20E001 2540 4110 00 000000 0000	399.35
SERVICE CONCEPTS, IN	18867	Pneumatic Control System Pump Service - HBT	20E001 2540 3230 00 000000 0000	398.90
SERVICE CONCEPTS, IN	18912	Food Service contract	10E001 2560 3230 00 000000 0000	1,725.00
SERVICE CONCEPTS, IN	18843	HBT Repairs	10E001 2560 3230 00 000000 0000	344.83
SERVICE CONCEPTS, IN	18911	Plumbing Service Contract	20E001 2540 3100 00 000000 0000	2,070.00
SERVICE CONCEPTS, IN	18910	HVAC Preventative Maintenance Contract	20E001 2540 3100 00 000000 0000	8,791.67
SERVICE CONCEPTS, IN	18943	PV Kitchen Repairs	10E001 2560 3230 00 000000 0000	152.74
SERVICE CONCEPTS, IN	18937	CMS Kitchen Repairs	10E001 2560 3230 00 000000 0000	85.12
			Totals for SERVICE CONCEPTS, INC	14,119.11

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SHALES MCNUTT CONSTR	App 4	CHS Classroom Addition Phase 1	60E002 2540 5400 00 000000 0000	820,774.80
			Totals for SHALES MCNUTT CONSTRUCTION	820,774.80
SMITH, KYLE	February 2	February 2017 mileage	10E001 2660 3320 00 000000 0000	31.71
			Totals for SMITH, KYLE	31.71
SOCIAL STUDIES SCHOO	SI101357	Social Studies posters	10E011 1120 4100 00 000000 0000	39.14
			Totals for SOCIAL STUDIES SCHOOL SERVICE	39.14
SOCIAL THINKING PUBL	INV005618	Resources	10E001 2110 4100 00 000000 0000	127.36
			Totals for SOCIAL THINKING PUBLISHING	127.36
SOFT WATER CITY, INC	357466	Water Softener Salt CHS	20E001 2540 4110 00 000000 0000	392.00
SOFT WATER CITY, INC	357465	Water Softener Salt CMS	20E001 2540 4110 00 000000 0000	392.00
SOFT WATER CITY, INC	357468	Water Softener Salt CT	20E001 2540 4110 00 000000 0000	392.00
SOFT WATER CITY, INC	357467	Water Softener Salt PV	20E001 2540 4110 00 000000 0000	392.00
SOFT WATER CITY, INC	357464	Water Softener Salt LL	20E001 2540 4110 00 000000 0000	240.00
			Totals for SOFT WATER CITY, INC	1,808.00
SOURCE ONE OFFICE PR	416125	Supplies	10E008 2410 4100 00 000000 0000	283.43
SOURCE ONE OFFICE PR	416276	Supplies	10E008 2410 4100 00 000000 0000	127.16
SOURCE ONE OFFICE PR	151418 03-	Supplies	10E008 2410 4100 00 000000 0000	-127.16
			Totals for SOURCE ONE OFFICE PRODUCTS	283.43
SPORTDECALS, INC	ARINV-4917	Central High Athletics supplies	10E002 1500 4100 00 000000 0000	459.85
			Totals for SPORTDECALS, INC	459.85
STAN'S FINANCIAL SER	324355718	DO copier	10E001 2410 3250 00 000000 0000	433.00
			Totals for STAN'S FINANCIAL SERVICES, IN	433.00
STAN'S OFFICE TECHNO	326582	PaperCut software	10E001 2660 3160 00 000000 0000	30,408.90
STAN'S OFFICE TECHNO	326576	HBT Lexmark copier black/color copies	10E001 2410 3250 00 000000 0000	1,327.27
STAN'S OFFICE TECHNO	326575	PV Lexmark copier	10E001 2410 3250 00 000000 0000	258.51
STAN'S OFFICE TECHNO	326605	Copier relocation fee	10E001 2410 3250 00 000000 0000	125.00
STAN'S OFFICE TECHNO	326515	Copier supplies	10E002 2410 4100 00 000000 0000	69.98
STAN'S OFFICE TECHNO	327068	Staples	10E011 1120 4170 00 000000 0000	207.50
STAN'S OFFICE TECHNO	327066	Staples	10E011 1120 4170 00 000000 0000	79.50
STAN'S OFFICE TECHNO	327065	Staples	10E011 1120 4170 00 000000 0000	79.50
STAN'S OFFICE TECHNO	326749	Black/color copies, 2/1/17-3/1/17	10E001 2410 3250 00 000000 0000	8,393.58
			Totals for STAN'S OFFICE TECHNOLOGIES	40,949.74
STATE DISBURSEMENT U	20170315AD	1704300-05F000611	10L000 4810 6100 00 000000 0000	250.00
			Totals for STATE DISBURSEMENT UNIT	250.00
STEINER ELECTRIC COM	S005607652	3-year service contract	10E001 2660 3160 00 000000 0000	9,189.42
			Totals for STEINER ELECTRIC COMPANY	9,189.42
STIRN, TODD	Travel 02-	February 2017	10E001 2320 3320 00 000000 0000	200.00
			Totals for STIRN, TODD	200.00
SUMMIT FINANCIAL RES	S195630	Commodities	10E002 2560 4100 00 000000 0000	113.50

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SUMMIT FINANCIAL RES	S195629	Commodities	10E003 2560 4100 00 000000 0000	157.98
SUMMIT FINANCIAL RES	S195621	Commodities	10E011 2560 4100 00 000000 0000	155.71
SUMMIT FINANCIAL RES	S195634	Commodities	10E010 2560 4100 00 000000 0000	160.71
			Totals for SUMMIT FINANCIAL RESOURCES, L	587.90
SUMMIT SCHOOL, INC	33450	Monthly Tuition Feb	10E001 1912 6700 00 000000 0000	6,285.58
			Totals for SUMMIT SCHOOL, INC	6,285.58
SUPPLYWORKS	391470861	PV Custodial Supplies	20E001 2540 4100 00 000000 0000	103.23
SUPPLYWORKS	391470879	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	25.56
SUPPLYWORKS	391470887	CT Custodial Supplies	20E001 2540 4100 00 000000 0000	40.50
SUPPLYWORKS	391622172	PKMS Custodial Supplies	20E001 2540 4100 00 000000 0000	526.67
SUPPLYWORKS	391622180	PV Custodial Supplies	20E001 2540 4100 00 000000 0000	1,312.54
SUPPLYWORKS	391622198	CT Custodial Supplies	20E001 2540 4100 00 000000 0000	601.36
SUPPLYWORKS	391622206	HBT Custodial Supplies	20E001 2540 4100 00 000000 0000	750.99
SUPPLYWORKS	391622214	CHS Custodial Supplies	20E001 2540 4100 00 000000 0000	1,939.12
SUPPLYWORKS	391622222	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	1,031.70
SUPPLYWORKS	392159943	CMS Maintenance Supplies	20E001 2540 4110 00 000000 0000	0.94
SUPPLYWORKS	392282125	CMS Grounds Supplies	20E001 2540 4120 00 000000 0000	21.84
SUPPLYWORKS	392282091	CHS Custodial Supplies	20E001 2540 4100 00 000000 0000	135.12
SUPPLYWORKS	392282109	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	209.90
SUPPLYWORKS	392282117	LL Custodial Supplies	20E001 2540 4100 00 000000 0000	210.94
SUPPLYWORKS	391891892	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	25.00
SUPPLYWORKS	391891884	CMS Maintenance Supplies	20E001 2540 4110 00 000000 0000	255.94
SUPPLYWORKS	392927596	PKMS Maintenance Supplies	20E001 2540 4110 00 000000 0000	73.98
SUPPLYWORKS	392430534	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	23.56
SUPPLYWORKS	392927604	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	218.66
SUPPLYWORKS	392663746	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	274.88
SUPPLYWORKS	393178967	PKMS Custodial Supplies	20E001 2540 4100 00 000000 0000	349.50
SUPPLYWORKS	393441290	PV Custodial Supplies	20E001 2540 4100 00 000000 0000	36.50
SUPPLYWORKS	393441266	HBT Custodial Supplies	20E001 2540 4100 00 000000 0000	128.28
SUPPLYWORKS	393441241	PKMS Custodial Supplies	20E001 2540 4100 00 000000 0000	523.74
SUPPLYWORKS	393441282	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	623.46
SUPPLYWORKS	393441274	CHS Custodial Supplies	20E001 2540 4100 00 000000 0000	654.90
SUPPLYWORKS	393441258	HBT Custodial Supplies	20E001 2540 4100 00 000000 0000	893.76
SUPPLYWORKS	392282083	HBT Custodial Supplies	20E001 2540 4100 00 000000 0000	101.34
			Totals for SUPPLYWORKS	11,093.91
SYBRANT, ELLEN	February 2	Mileage reimbursement	10E001 2150 3320 00 000000 0000	20.70
			Totals for SYBRANT, ELLEN	20.70
SYCAMORE CARPETLAND	27791	Maintenance Supplies - Cove, Base Board	20E001 2540 4110 00 000000 0000	421.20
			Totals for SYCAMORE CARPETLAND	421.20
TESTONE, CHRISTOPHER	Travel 02-	February 2017	10E002 2410 3320 00 000000 0000	50.00
			Totals for TESTONE, CHRISTOPHER	50.00
TEXTHELP	24436	Online Licenses for Sp Ed computers	10E001 1200 4100 00 462000 0000	1,208.75
			Totals for TEXTHELP	1,208.75
THE COURIER NEWS	33950368 0	Subscription Renewal	10E001 2310 6400 00 000000 0000	228.80
			Totals for THE COURIER NEWS	228.80
THIELSEN'S ENTERPRIS	21017	Vehicle Repair	20E002 2540 3230 00 000000 0000	580.80

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
THIELSEN'S ENTERPRIS	22417	Vehicle Repair	20E002 2540 3230 00 000000 0000	743.76
			Totals for THIELSEN'S ENTERPRISES	1,324.56
TOBIN, BRIAN	Travel 02-	February 2017	10E001 2660 3320 00 000000 0000	200.00
			Totals for TOBIN, BRIAN	200.00
TRAINERS WAREHOUSE	482690A	Supplies	10E004 2410 4100 00 000000 0000	148.61
			Totals for TRAINERS WAREHOUSE	148.61
TRANSLATION TODAY NE	5807	Written Translation	10E001 1800 3190 00 000000 0000	95.42
			Totals for TRANSLATION TODAY NETWORK INC	95.42
US BANK EQUIPMENT FI	324926534	Copier contracts 500-0337775, 500-0341727, 500-0385322, 500-0389087, 500-0413010 March	10E001 2410 3250 00 000000 0000	2,818.82
US BANK EQUIPMENT FI	323979872	HBT/CHS copier contract #500-0498306 - March	10E001 2410 3250 00 000000 0000	245.35
US BANK EQUIPMENT FI	325539880	Transportation copier	10E001 2410 3250 00 000000 0000	90.63
US BANK EQUIPMENT FI	325539872	PKMS copier	10E001 2410 3250 00 000000 0000	68.82
US BANK EQUIPMENT FI	325852473	PV copier	10E001 2410 3250 00 000000 0000	134.20
			Totals for US BANK EQUIPMENT FINANCE, IN	3,357.82
VAUGHN, MICHELLE	Travel 02-	February 2017	10E002 2490 3320 00 000000 0000	50.00
			Totals for VAUGHN, MICHELLE	50.00
VERIZON WIRELESS SER	9780450737	B&G Cell Phone/MiFi	20E001 2540 3400 00 000000 0000	1,298.00
			Totals for VERIZON WIRELESS SERVICES LLC	1,298.00
VILLAGE OF BURLINGTO	23 03-17	Water Service at DO	20E001 2540 3700 00 000000 0000	171.30
			Totals for VILLAGE OF BURLINGTON	171.30
VONSCHNASE, JESSICA	Uniform FY	Shoes Reimbursement	10E002 2560 3190 00 000000 0000	96.91
			Totals for VONSCHNASE, JESSICA	96.91
WALTER, CARIE	Travel 02-	February 2017	10E003 2410 3320 00 000000 0000	50.00
			Totals for WALTER, CARIE	50.00
WAREHOUSE DIRECT	3367118-1	CMS Custodial Supplies	20E001 2540 4100 00 000000 0000	204.30
			Totals for WAREHOUSE DIRECT	204.30
WEST SIDE ELECTRIC S	11946-1	CHS Maintenance Supplies	20E001 2540 4110 00 000000 0000	206.43
WEST SIDE ELECTRIC S	12081-1	Maintenance Supplies	20E001 2540 4110 00 000000 0000	25.57
			Totals for WEST SIDE ELECTRIC SUPPLY CO,	232.00
WHILEY, JULIE	Lunch Refu	HBT Lunch Refund	10R004 1611 0000 00 000000 0000	20.00
			Totals for WHILEY, JULIE	20.00
WINESBURG, RAY	68	Athletics wrestling assignor	10E011 1500 3190 00 000000 0000	16.50
			Totals for WINESBURG, RAY	16.50
WISCONSIN CENTER FOR	21051	WIDA Materials	10E001 2210 4100 00 490900 0000	170.00
			Totals for WISCONSIN CENTER FOR ED PROD	170.00
WORTHINGTON DIRECT	646680-CEN	Science table legs	10E011 1120 4100 00 000000 0000	116.95
			Totals for WORTHINGTON DIRECT	116.95

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
WOW BUSINESS	14166807 0	WOW internet	10E001 2660 3160 00 000000 0000	3,810.00
			Totals for WOW BUSINESS	3,810.00
YODER, CONRAD	February 2	February 2017 mileage	10E001 2660 3320 00 000000 0000	35.95
			Totals for YODER, CONRAD	35.95
YODER, SPENCER	February 2	February 2017 mileage	10E001 2660 3320 00 000000 0000	11.07
			Totals for YODER, SPENCER	11.07
			Totals for checks	1,753,193.97

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	354,214.83	40.00	288,820.81	643,075.64
20	OPERATIONS AND MAINTENANCE	42,534.31	0.00	134,109.18	176,643.49
30	DEBT SERVICE, BOND & INTEREST	0.00	0.00	395.83	395.83
40	TRANSPORTATION FUND	8,178.00	0.00	34,644.56	42,822.56
60	CAPITAL PROJECTS	0.00	0.00	862,900.53	862,900.53
80	TORT FUND	0.00	0.00	27,355.92	27,355.92
*** Fund Summary Totals ***		404,927.14	40.00	1,348,226.83	1,753,193.97

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

Approved by the Board of Education

Jeff Kellenberger – President _____ Date

Janet Marlovits – Secretary _____ Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER, DAVID	Jan 24	PKMS 7th grade GBB official 1/24/17	10E011 1500 3190 00 000000 0000	60.00
BAKER, DAVID	Feb 14	CMS BB Official 2/14/2017	10E003 1500 3190 00 000000 0000	60.00
			Totals for BAKER, DAVID	120.00
BARTSCH, STEVE	Jan 27	CHS SBB Official 1/27/2017	10E002 1500 3190 00 000000 0000	50.00
			Totals for BARTSCH, STEVE	50.00
BATAVIA HIGH SCHOOL	Mar 3	Central High School Entry Fee-Boys Track 3/3/17	10E002 1500 6400 00 000000 0000	200.00
BATAVIA HIGH SCHOOL	Mar 23	Central High School Entry Fee-Girls Track 3/23/17	10E002 1500 6400 00 000000 0000	200.00
			Totals for BATAVIA HIGH SCHOOL	400.00
BELLMORE, STEVE	Feb 17	CHS VBB Official 2/17/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for BELLMORE, STEVE	63.00
BROCK, ROBERT	Feb 6	CHS VGB Official 02/06/2017	10E002 1500 3190 00 000000 0000	63.00
BROCK, ROBERT	Feb 17	CHS SBB Official 2/17/2017	10E002 1500 3190 00 000000 0000	50.00
			Totals for BROCK, ROBERT	113.00
BYRON HIGH SCHOOL	March 11	Central High Athletic Entry Fee-Boys Track 3/11/17	10E002 1500 6400 00 000000 0000	175.00
BYRON HIGH SCHOOL	Mar 11	Central High Athletic Entry Fee-Girls Track 3/11/17	10E002 1500 6400 00 000000 0000	175.00
BYRON HIGH SCHOOL	Mar 18	Central High Athletic Entry Fee-Girls Track 3/18/17	10E002 1500 6400 00 000000 0000	175.00
			Totals for BYRON HIGH SCHOOL	525.00
CZARNY, WALTER	Feb 10	CHS FRBB Official 02/10/2017	10E002 1500 3190 00 000000 0000	82.00
			Totals for CZARNY, WALTER	82.00
DELLACQUA, BRADLEY	Feb 2	CHS FRBB Official 2/2/2017	10E002 1500 3190 00 000000 0000	82.00
			Totals for DELLACQUA, BRADLEY	82.00
DELONG, CHARLES	Refund fee	CHS Winter Cheer Fee Refund	10R000 1720 0000 00 000000 0000	120.00
			Totals for DELONG, CHARLES	120.00
DINKHELLER, JAMES	Feb 1	CHS VGB Official 2/1/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for DINKHELLER, JAMES	63.00
DOWNERS GROVE SOUTH	Feb 27	Central High Entry Fee-Boys & Girls Track 2/27/17	10E002 1500 6400 00 000000 0000	400.00
			Totals for DOWNERS GROVE SOUTH HS	400.00
EARLE, JOHN	Feb 2	CHS VBB Official 2/2/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for EARLE, JOHN	63.00
EVANS, KELVIN	Feb 1	CHS VGB Official 2/1/2017	10E002 1500 3190 00 000000 0000	63.00
EVANS, KELVIN	Feb 10	CHS VBB Official 02/10/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for EVANS, KELVIN	126.00
EVERSON, JEFF	Jan 27	CHS VBB Official 1/27/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for EVERSON, JEFF	63.00
FEHRENBACHER, MIKE	Jan 27	CHS FRBB Official 1/27/2017	10E002 1500 3190 00 000000 0000	82.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FEHRENBACHER, MIKE	Feb 2	CHS FRBB Official 2/2/2017	10E002 1500 3190 00 000000 0000	50.00
FEHRENBACHER, MIKE	Feb 10	CHS SBB Official 02/10/2017	10E002 1500 3190 00 000000 0000	50.00
FEHRENBACHER, MIKE	Feb 17	CHS FRBB Official 2/17/2017	10E002 1500 3190 00 000000 0000	82.00
			Totals for FEHRENBACHER, MIKE	264.00
FRENCH, JAMES	Feb 2	CHS FRBB Official 2/2/2017	10E002 1500 3190 00 000000 0000	82.00
			Totals for FRENCH, JAMES	82.00
GARREY, SCOTT	Feb 2	CHS VBB Official 2/2/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for GARREY, SCOTT	63.00
GENEVA HIGH SCHOOL	April 15	Central High Athletic Fee-Boys Track 4/15/17	10E002 1500 6400 00 000000 0000	200.00
			Totals for GENEVA HIGH SCHOOL	200.00
GENOA-KINGSTON HIGH	April 26	Central High School Entry Fee-Boys JV Track 4/26/17	10E002 1500 6400 00 000000 0000	75.00
			Totals for GENOA-KINGSTON HIGH SCHOOL	75.00
GOVEA, VINCENT	Feb 13	CHS Wrestling State Meet Meals	10E002 1500 4900 00 000000 0000	420.00
			Totals for GOVEA, VINCENT	420.00
HALL, DANIEL	Jan 30	CHS JVGB Official 1/30/2017	10E002 1500 3190 00 000000 0000	50.00
			Totals for HALL, DANIEL	50.00
HALL, KEVIN	Refund fee	CHS Winter Cheer Fee refund	10R000 1720 0000 00 000000 0000	120.00
			Totals for HALL, KEVIN	120.00
HAMPTON INN CHAMPAIG	Feb 13	CHS WR State Meet Hampton Inn 2/16-19	10E002 1500 3900 00 000000 0000	1,820.43
			Totals for HAMPTON INN CHAMPAIGN URBANA	1,820.43
HAWKINS, ROBERT	Feb 6	CHS VGB Official 02/06/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for HAWKINS, ROBERT	63.00
HONONEGAH HIGH SCHOO	Mar 4	Central High Entry Fee Girls Track 3/4/17	10E002 1500 6400 00 000000 0000	275.00
			Totals for HONONEGAH HIGH SCHOOL	275.00
HUDGENS, JON	Jan 31	PKMS 7th grade GBB official 1/31/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for HUDGENS, JON	60.00
HUNTLEY HIGH SCHOOL	Feb 23	Central High Entry Fee-Boys Track 2/23/17	10E002 1500 6400 00 000000 0000	200.00
HUNTLEY HIGH SCHOOL	Mar 18	Central High Entry Fee-Boys Track 3/18/17	10E002 1500 6400 00 000000 0000	200.00
HUNTLEY HIGH SCHOOL	Feb 25	Central High Entry Fee-Girls Track 2/25/17	10E002 1500 6400 00 000000 0000	200.00
HUNTLEY HIGH SCHOOL	April 8	Central High Entry Fee-Girls Track 4/8/17	10E002 1500 6400 00 000000 0000	200.00
HUNTLEY HIGH SCHOOL	Mar 29	Central High Entry Fee-Girls Soccer 3/29/17	10E002 1500 6400 00 000000 0000	250.00
HUNTLEY HIGH SCHOOL				0.00
			Totals for HUNTLEY HIGH SCHOOL	1,050.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
IC CATHOLIC PREP	May 12	Central High Entry Fee-VSB 5/12 & 5/13	10E002 1500 6400 00 000000 0000	275.00
			Totals for IC CATHOLIC PREP	275.00
ISSEL, ROBERT	Jan 27	CHS VBB Official 1/27/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for ISSEL, ROBERT	63.00
KASTNER, NANETTE	Feb 21	CMS BB Official 2/21/17	10E003 1500 3190 00 000000 0000	60.00
			Totals for KASTNER, NANETTE	60.00
KIELBASA, JOSEPH	Feb 14	CMS BB Official 2/14/2017	10E003 1500 3190 00 000000 0000	60.00
			Totals for KIELBASA, JOSEPH	60.00
KLINGBERG, SCOTT	Feb 1	CHS VGB Official 2/1/2017	10E002 1500 3190 00 000000 0000	63.00
KLINGBERG, SCOTT	Feb 10	CHS VBB Official 02/10/2017	10E002 1500 3190 00 000000 0000	63.00
KLINGBERG, SCOTT	Feb 16	PKMS Girls BB official 2/16/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for KLINGBERG, SCOTT	186.00
KOZIOL, RICHARD	Feb 2	CMS GBB Official 2/2/2017	10E003 1500 3190 00 000000 0000	60.00
			Totals for KOZIOL, RICHARD	60.00
LA SALLE-PERU HIGH S	Feb 11	Central High School Girls Bowling Sectional entry fees	10E002 1500 6400 00 000000 0000	48.00
			Totals for LA SALLE-PERU HIGH SCHOOL	48.00
LAMAN, MIKE	Jan 14	CHS VBB Official 1/14/2017-reissue ck	10E002 1500 3900 00 000000 0000	63.00
			Totals for LAMAN, MIKE	63.00
LEACH, EMMETT	Jan 27	CHS FRBB Official 1/27/2017	10E002 1500 3190 00 000000 0000	82.00
LEACH, EMMETT	Feb 10	CHS FRBB Official 02/10/2017	10E002 1500 3190 00 000000 0000	82.00
			Totals for LEACH, EMMETT	164.00
LIPSCOMB, JEFF	Feb 2	CHS VBB Official 2/2/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for LIPSCOMB, JEFF	63.00
MCCULLOUGH, DERRICK	Jan 27	CHS VBB Official 1/27/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for MCCULLOUGH, DERRICK	63.00
MCMAHON, TIMOTHY	Feb 7	CMS BB Official 02/07/2017	10E003 1500 3190 00 000000 0000	60.00
			Totals for MCMAHON, TIMOTHY	60.00
MOORE, KEVIN	Feb 16	PKMS Girls BB official 2/6/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for MOORE, KEVIN	60.00
MUNNS, MARTIN	Feb 17	CHS VBB Official 2/17/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for MUNNS, MARTIN	63.00
NAPERVILLE NORTH HIG	April 21	Central High Entry Fee-GSCR 4/21/2017	10E002 1500 6400 00 000000 0000	450.00
			Totals for NAPERVILLE NORTH HIGH SCHOOL	450.00
NOLAN, MARK	Jan 24	PKMS 7th grade GBB official 1/24/17	10E011 1500 3190 00 000000 0000	60.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NOLAN, MARK	Jan 31	PKMS 7th grade GBB official 1/31/17	10E011 1500 3190 00 000000 0000	60.00
NOLAN, MARK	Feb 17	CHS FRBB Official 2/17/2017	10E002 1500 3190 00 000000 0000	82.00
			Totals for NOLAN, MARK	202.00
OOSTDYK, BILL	Feb 17	CHS VBB Official 2/17/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for OOSTDYK, BILL	63.00
PAUL, SHANE	Refund fee	CHS Winter Cheer Fee Refund	10R000 1720 0000 00 000000 0000	120.00
			Totals for PAUL, SHANE	120.00
QUILTY, EMMETT	Feb 2	CHS SBB Official 02/02/2017	10E002 1500 3190 00 000000 0000	50.00
			Totals for QUILTY, EMMETT	50.00
REEDY, GERALD	Feb 1	CHS SGB Official 2/1/2017	10E002 1500 3190 00 000000 0000	50.00
REEDY, GERALD	Feb 10	CHS SBB Official 02/10/2017	10E002 1500 3190 00 000000 0000	50.00
			Totals for REEDY, GERALD	100.00
SCHULTZ, BRADLEY	Feb 1	CHS SGB Official 2/1/2017	10E002 1500 3190 00 000000 0000	50.00
SCHULTZ, BRADLEY	Feb 6	CHS VGB Official 02/06/2017	10E002 1500 3190 00 000000 0000	63.00
SCHULTZ, BRADLEY	Feb 17	CHS SBB Official 2/17/2017	10E002 1500 3190 00 000000 0000	50.00
			Totals for SCHULTZ, BRADLEY	163.00
SHAMBLIN, DENNIS	Feb 6	PKMS Girls BB official 2/6/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for SHAMBLIN, DENNIS	60.00
SHIFFER, JOSEPH	Jan 30	CHS JVGB Official 1/30/2017	10E002 1500 3190 00 000000 0000	50.00
SHIFFER, JOSEPH	Feb 21	CMS BB Official 2/21/2017	10E003 1500 3190 00 000000 0000	60.00
			Totals for SHIFFER, JOSEPH	110.00
SMOK, PETER	Feb 10	CHS VBB Official 02/10/2017	10E002 1500 3190 00 000000 0000	63.00
			Totals for SMOK, PETER	63.00
ST CHARLES NORTH HIG	Oct 8	CHS JV Boys Soccer 10/1 & 10/8	10E002 1500 6400 00 000000 0000	200.00
ST CHARLES NORTH HIG	Oct 15	CHS Girls VB 10/15/2016	10E002 1500 6400 00 000000 0000	275.00
			Totals for ST CHARLES NORTH HIGH SCHOOL	475.00
STILLMAN VALLEY HIGH	April 11	Central High Athletic Entry Fee-Girls Track 4/11/17	10E002 1500 6400 00 000000 0000	130.00
			Totals for STILLMAN VALLEY HIGH SCHOOL	130.00
SUPER 8 ROCK FALLS	Feb 10	Central High School Wrestling Sectionals	10E002 1500 3900 00 000000 0000	377.36
			Totals for SUPER 8 ROCK FALLS	377.36
SYCAMORE HIGH SCHOOL	Mar 8	Central High Entry Fee-Boys Track 3/8/17	10E002 1500 6400 00 000000 0000	125.00
SYCAMORE HIGH SCHOOL	Mar 14	Central High Entry Fee-Girls Track 3/14/17	10E002 1500 6400 00 000000 0000	125.00
			Totals for SYCAMORE HIGH SCHOOL	250.00
TOLJANIC, ANTHONY	Jan 27	CHS SBB Official 1/272017	10E002 1500 3190 00 000000 0000	50.00
			Totals for TOLJANIC, ANTHONY	50.00
TRIAD HIGH SCHOOL	April 28	Central High Entry Fee-Boys	10E002 1500 6400 00 000000 0000	250.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Track 4/28/17		
			Totals for TRIAD HIGH SCHOOL	250.00
VETTER, JOHN	Feb 7	CMS BB Official 02/07/2017	10E003 1500 3190 00 000000 0000	60.00
VETTER, JOHN	Feb 6	PKMS Girls BB official 2/6/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for VETTER, JOHN	120.00
VONGPHAKDY, PHONGPHA	Refund fee	CHS Winter Cheer Fee Refund	10R000 1720 0000 00 000000 0000	120.00
			Totals for VONGPHAKDY, PHONGPHANH	120.00
WEST AURORA HIGH SCH	April 28	Central High Athletic Entry Fee-Girls Track 4/28/17	10E002 1500 6400 00 000000 0000	225.00
			Totals for WEST AURORA HIGH SCHOOL	225.00
WILMOT, MICHAEL	Feb 2	CMS GBB Official 2/2/2017	10E003 1500 3190 00 000000 0000	60.00
			Totals for WILMOT, MICHAEL	60.00
YORKVILLE MIDDLE SCH	Feb 2	Central MS Entry Fee 8th Grade GBB B Tournament	10E003 1500 6400 00 000000 0000	100.00
			Totals for YORKVILLE MIDDLE SCHOOL	100.00
YURS, JUSTIN	Nov 11	CHS VBB Scrimmage Official 11/11/2016	10E002 1500 3190 00 000000 0000	120.00
			Totals for YURS, JUSTIN	120.00
ZIERK, DAVID	Nov 11	CHS VBB Scrimmage Official 11/11/2016	10E002 1500 3190 00 000000 0000	120.00
			Totals for ZIERK, DAVID	120.00
			Totals for checks	11,878.79

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	480.00	11,398.79	11,878.79
*** Fund Summary Totals ***		0.00	480.00	11,398.79	11,878.79

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

Approved by the Board of Education

Jeff Kellenberger – President _____ Date

Janet Marlovits – Secretary _____ Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER, KATY	Feb 4	PKMS reimb for supplies	10E011 1120 4100 00 000000 0000	61.75
			Totals for BAKER, KATY	61.75
BURNER, DAVID	Jan 2	CHS reimb for class supplies	10E002 1400 4100 10 000000 0000	220.05
			Totals for BURNER, DAVID	220.05
DERAEDT, SHERRI	Feb 9	PKMS reimb for supplies	10E011 2410 4900 00 000000 0000	65.31
			Totals for DERAEDT, SHERRI	65.31
GANNON, PEGGY	Feb 14	CHS reimb for Teacher of the Year supplies	10E002 2410 4100 00 000000 0000	16.23
			Totals for GANNON, PEGGY	16.23
GOMEZ, VIVIAN	Dec 10	CMS reimb for supplies	10E003 1120 4200 00 000000 0000	129.22
			Totals for GOMEZ, VIVIAN	129.22
GROOM, MATTHEW	Feb 4	CHS reimb for supplies	10E002 1130 4100 00 000000 0000	30.49
			Totals for GROOM, MATTHEW	30.49
HAUG, MATTHEW	Feb 6	PKMS reimb for supplies	10E011 2410 4100 00 000000 0000	51.44
			Totals for HAUG, MATTHEW	51.44
HORTON, DIANA	Feb 21	CMS reimb for supplies	10E003 2410 4100 00 000000 0000	68.33
			Totals for HORTON, DIANA	68.33
HUGHES, THERESA	Jan 25	CT reimb for BPAC supplies	10E001 1800 4100 00 000000 0000	57.35
			Totals for HUGHES, THERESA	57.35
IAPT	Feb 10	Registration for IAPT 6/17/17-T. Duffield/P. Porto	40E001 2550 6400 00 000000 0000	350.00
			Totals for IAPT	350.00
KINDELIN, MONICA	Feb 11	PKMS reimb for Scholastic supplies	10E011 1500 4100 00 000000 0000	11.85
			Totals for KINDELIN, MONICA	11.85
MCCASTLAND, KERRI	Feb 3	CHS Reimburse for Supplies	10E002 2410 4100 00 000000 0000	98.60
MCCASTLAND, KERRI	Feb 3	CHS Reimburse for Supplies	10E002 1130 4100 00 000000 0000	21.50
			Totals for MCCASTLAND, KERRI	120.10
MCCOY-PEPIOT, KATHLE	Jan 22	CMS reimb for supplies	10E003 1120 4100 00 000000 0000	14.56
MCCOY-PEPIOT, KATHLE	Jan 28	CMS reimb for supplies	10E003 1120 4100 00 000000 0000	13.46
			Totals for MCCOY-PEPIOT, KATHLEEN	28.02
MCHENRY COUNTY ROE	Feb 14	Initial Bus Driver class-J. Totemeier	40E001 2550 6400 00 000000 0000	10.00
			Totals for MCHENRY COUNTY ROE	10.00
NEMEC, STACY	Jan 9	Reimb for supplies	10E001 2212 4100 00 000000 0000	32.87
NEMEC, STACY	Jan 31	CHS reimb for training supplies	10E002 2410 4100 00 000000 0000	68.01
			Totals for NEMEC, STACY	100.88
PAULUS, KIMBERLY	Nov 20	PKMS reimb for supplies	10E011 1120 4100 00 000000 0000	78.95
			Totals for PAULUS, KIMBERLY	78.95

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PETTY CASH	Feb 13	CMS Petty Cash reimb for 1st semester recognition	10E003 2410 4900 00 000000 0000	210.00
			Totals for PETTY CASH	210.00
ROBINSON, RYAN	Feb 6	CHS reimb for classroom supplies	10E002 1400 4100 00 000000 0000	199.15
			Totals for ROBINSON, RYAN	199.15
SCHMIDT, MICHAEL	Feb 12	CHS reimb for Educator of the Year supplies	10E002 2410 4100 00 000000 0000	19.41
			Totals for SCHMIDT, MICHAEL	19.41
SCHUTH, DANIEL	Feb 14	PV reimb for supplies-visiting author	10E008 2410 4900 00 000000 0000	58.79
			Totals for SCHUTH, DANIEL	58.79
TITOCK, THOMAS JR	Dec 15	PKMS reimb for Athletics supplies	10E011 1500 4100 00 000000 0000	19.95
			Totals for TITOCK, THOMAS JR	19.95
ZIMMERMANN, HANNAH	Jan 19	CMS reimb for Science supplies	10E003 1120 4100 00 000000 0000	27.48
ZIMMERMANN, HANNAH	Jan 31	CMS reimb for Science supplies	10E003 1120 4100 00 000000 0000	18.10
			Totals for ZIMMERMANN, HANNAH	45.58
			Totals for checks	1,952.85

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	0.00	1,592.85	1,592.85
40	TRANSPORTATION FUND	0.00	0.00	360.00	360.00
*** Fund Summary Totals ***		0.00	0.00	1,952.85	1,952.85

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

Approved by the Board of Education

Jeff Kellenberger – President Date

Janet Marlovits – Secretary Date

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
***	Fund Summary Totals ***	0.00	0.00	0.00	0.00

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

Approved by the Board of Education

Jeff Kellenberger – President _____ Date

Janet Marlovits – Secretary _____ Date

Instruction

Field Trips

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

All field trips must have the Superintendent or designee's prior approval. The Board of Education must be notified of all field trips beyond a 200-mile radius of the school or extending overnight. The Superintendent or designee shall ~~The following factors are~~ analyze~~d when determining~~ 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. ~~danger to students, staff, or chaperons. Monies deposited may be forfeited.~~

Privately arranged trips, including those let by District Staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 6:10 (educational Philosophy and Objectives),7:270 (Administering Medicines to Students)

BOARD OF EDUCATION MEMORANDUM

TO: DISTRICT 301 BOARD OF EDUCATION

FROM: ESTHER MONGAN, ASSISTANT SUPERINTENDENT

SUBJECT: GERMAN 2 RESOURCES

DATE: 3/17/2017

Textbook for German 2- total cost $1,971.21

STUDENT MATERIALS – class set of 60

- Prima plus A1.2 Schulerbuch - $17.50 per unit
- Prima plus A1.2 Arbeitsbuch mit CD-ROM - $13.17 per unit

Annual cost for this textbook – $4.99 Euro ($5.314 US) per student ($318.84) , if e-book is selected for year 2 and beyond; workbook $13.17 per student ($790.20).

Rationale:

Updated resources needed for German 2. The Department Chair requested the textbook and workbook in standard form (hard print) in lieu of solely e-books for the initial purchase. The e-book option could be purchase the second year once the instructor is more familiar with the textbook. Currently the workbook is not offered as an e-book.

About the textbooks:

The student textbook has clear learning objectives with well-structured learning sequences, which develop speech competences, teaches grammar and vocabulary as well as specific cultural knowledge about German-speaking countries. The workbook, which will be purchased annually, has an integrated CD to support the work with the student book through extensive exercise material. At the end of each workbook unit, the student can independently check their learning progress.

smc

shalesmcnutt CONSTRUCTION

March 16, 2017

Dr. Todd Stirn
District Superintendent
Central Community Unit School District 301
Administrative Offices
275 South Street
Burlington, IL 60109

Re: Central High School
Phase 2 - Classroom/Fieldhouse Additions Project
Recommendation of Award

Dear Dr. Stirn,

Shales McNutt Construction received bid proposals on behalf of the school district on March 3, 2017 for the following bid packages:

BP#02A – Excavation/Site Development, BP #02B – Site Utilities, BP #02C – Asphalt Paving, BP #02H – Material Testing, BP #03A – Site/Building Concrete, BP #03B – Precast Concrete, BP #04 - Masonry, BP #05 – Structural & Misc. Steel, BP#06A – Carpentry & General Trades, BP #07 – Roofing/Metal Panels/Trim, BP #08 – Curtainwall/Storefront/Glazing, BP #09A – Framing/Drywall, BP #09B – Acoustical Ceilings, BP #09C – Flooring, BP #09D – Athletic Flooring, BP #09E – Painting/Wall Finishes, BP #10 – Lockers, BP #11A – Gym Equipment, BP #13 – Metal Building Systems, BP #021 – Fire Protection, BP #022 – Plumbing, BP#023- HVAC, BP#026 – Electrical/Low Voltage Systems/Technology

We have had an opportunity to discuss with the apparent low bidders their respective scopes of work and adherence to the contract documents. Based on the information received during the discussions and reviews, we have attached a recommendation of award for the packages represented above.

It is our intent to provide a Notice to Proceed to the contractors listed on Tuesday, March 21, 2017.

We thank you in advance for your time and consideration in this matter.

Sincerely,

Josh Campanelli
Chief Operating Officer
Shales McNutt Construction

cc: File

425 Renner Drive
Elgin, Illinois 60123
P (847) 622 1214
F (847) 622 1224
shalesmcnutt.com

CCUSD 301

CHS Phase 2 Classroom/Fieldhouse Additions Project
Summary of Award Recommendations

Shales McNutt Construction

Bid Package	Recommended Contractor	Recommendation Amount
02A- Excavation/Site Development	Stark & Son	$ 650,100.00
02B- Site Utilities (Combined Bid w/ 02A)	Stark & Son	$ -
02C- Asphalt Paving	Schroeder Asphalt	$ 145,950.58
02H- Material Testing	Allowance	$ 45,137.00
03A- Site/Building Concrete	Eagle Concrete	$ 1,445,500.00
03B - Precast Concrete	Strescore	$ 216,500.00
04- Masonry	GC Masonry	$ 1,477,000.00
05- Structural/Misc. Steel	Steel Fab	$ 365,000.00
06A- General Trades	Manusos	$ 429,000.00
07- Roofing/Metal Trims	McDermaid Roofing	$ 159,988.00
08A- Storefront/CurtainWall/Glazing	Rock Valley Glass	$ 286,170.00
09A- Framing/Drywall	Heitkotter	$ 240,035.00
09B- Acoustical Ceilings Combined Bid w/ 09A)	Heitkotter	$ -
09C- Flooring	Vortex	$ 213,682.32
09D- Athletic Flooring	Vortex	$ 1,003,943.22
09E- Painting/Wall Finishes	K&J Painting	$ 179,875.00
10- Lockers	Interiors For Business	$ 133,700.00
11A- Gym Equipment	Carroll Seating	$ 428,758.00
13- Metal Building Systems	Tri-State Building	$ 2,636,786.00
021- Fire Protection	Nelson Fire Protection	$ 125,944.00
022- Plumbing	John's Service & Sales	$ 282,248.00
023- HVAC	Mechanical Concepts	$ 2,584,500.00
026- Electrical/Low Voltage Systems/Technology	Carey Electric	$ 1,479,016.00
	Total Bids W/Alt. No's. 1,2,3,6,7,9,10,11,12,18, & 20	**$ 14,528,833.12**

The noted recommendation amounts include the acceptance of Alternate No's. 1,2,3,6,7,9,10,11,12,18, & 20. Description of Alternates are attached.

3/20/2017

CHS Phase 2 Classroom /Fieldhouse Additions

Trade Item	ALT 1	ALT 2	ALT 3	ALT 4	ALT 5	ALT 6	ALT 7	ALT 8	ALT 9	ALT 10	ALT 11	ALT 12	ALT 13	ALT 14	ALT 15	ALT 16	ALT 17	ALT 18	ALT 19	ALT 20
Site/Building Excavation			$1,500.00																	
Asphalt Paving			$73,629.60																	
Site Utilities																				
Soil and Materials Testing																				
Site/Building Concrete																				
Precast															-$6,560.00					
Masonry																				
Structural/Miscellaneous Steel																				
Carpentry/General Trades																				
Roofing/Metal Trim								-$1,200.00												
Storefront/Entrances						$4,900.00														
Framing/Drywall				$129,750.00					$9,035.00											
Acoustical Ceilings																				
Flooring																		-$115,040.25		
Painting/Wall Finishes				-$3,591.00																
Athletic Flooring																		-$277,618.50		
Lockers									$36,400.00											
Gymnasium Equipment/Bleachers	$ 9,900.00	$13,000.00										$16,000.00	$154,000.00						$389,858.00	
Metal Building												$15,000.00								
Fire Protection																				
Plumbing															-$1,600.00					
HVAC							$6,500.00				$180,000.00									$68,000.00
Electrical/Low Voltage Systems/Technology							$61,650.00			$4,000.00	$11,500.00	$3,400.00								$8,500.00
Sub-Total	$9,900.00	$13,000.00	$75,129.60	$126,159.00	$0.00	$4,900.00	$68,150.00	-$1,200.00	$45,435.00	$4,000.00	$191,500.00	$34,400.00	$154,000.00	$0.00	-$8,160.00	$0.00	$0.00	-$392,658.75	$389,858.00	$76,500.00

ALT. No. 1 - Scoreboard upgrade
ALT. No. 2 - West wall scoreboards
ALT. No. 3 -Drive repave
ALT. No. 4 - Fieldhouse interior Nichiha
ALT. No. 5 - Not Used
ALT. No. 6 -Windows into field house from South corridor
ALT. No. 7 - Gas Generator in lieu of base bid Diesel
ALT. No. 8 - EPDM Roofing Membrane
ALT. No. 9 - Corridor Lockers
ALT. No. 10 -Bleachers at existing gym South mezzaine
ALT. No. 11 - Replace existing coiling coils, refrigeration piping and condensing units for AHU-1-P, 3-P, 4-P & 6-P
ALT. No. 12 - (2) Additional Batting cages
ALT. No. 13 - Add scoreboard 'SB-3'
ALT. No. 14 - Not Used
ALT. No. 15 - Leave Spoils on site
ALT. No. 16 - Remove Basketball court logos
ALT. No. 17 - Credit for Painting of exterior signage and logo
ALT. No. 18 - Credit for Moisture Mitigation as specified
ALT. No. 19 - Gymnasium Equipment and Telescoping Bleachers (Alternate Manufacturers from Basis of Design) ***(This Alternate replaces Bid for Package 11A & Alternate 10 Costs)***
ALT. No. 20 - Existing Boiler Plant Pumping Station Revisions

3:48 PM3/20/2017

BOARD OF EDUCATION MEMORANDUM

TO: DISTRICT 301 BOARD OF EDUCATION
DR. TODD STIRN, SUPERINTENDENT

FROM: KERRI MCCASTLAND, ASSISTANT PRINCIPAL

SUBJECT: LIBRARY FURNITURE BID

DATE: 3/17/2017

Bid packages for the Central High School library furniture were sent to eleven companies. Only one company, Rieke Office Interiors (ROI), submitted a bid for the project. After reviewing the bid, I took the time to research at length, comparable, list/market prices of the furniture pieces that were included in the bid. I have included those comparable prices to you. I recommend acceptance of the bid.

Area	Item Description	Vendor	Product Number	Quantity	Retail Price		Unit Price	Extension
Library		ROI	X MCUSTOM	2			**$12,670.00**	$25,340.00
Library	SWIVEL TASK CHAIR, WITH	ERG	340/S	39	$1,278.00	$49,842.00	**$610.00**	$23,790.00
Library	CONSTELLATION SERIES	FURNITURE LA	CONSTELLATION SERIES	1	$13,412.00 w/o electri	$13,412.00	**$13,335.00**	$13,335.00
Library	PEARL SOAPSTONE 4886-38,	ROI	MTABLE	6	$1,616.00	$9,696.00	**$470.00**	$2,820.00
Library	BOARD CB1250, MAGNETIC GLASS	CHAT BOARD	CB1250	2	$4,995.00	$9,990.00	**$3,485.00**	$6,970.00
Library	BOARD CB1250, MAGNETIC GLASS	CHAT BOARD	CB1250	2	$4,995.00	$9,990.00	**$3,485.00**	$6,970.00
Library	3495/2FO/TABR2/SSI/CAS GRADE 8	ERG	3495/2FO/TABR2/SSI/CAS	18	$3,479.00	$62,622.00	**$1,690.00**	$30,420.00
Library	HUDDLE SERIES 2221-TAR & TAL	ARCADIA	HUDDLE SERIES 2221-TAR & TAL	3	$2,079.00	$6,237.00	**$1,027.00**	$3,081.00
Library	SAMBA SERIES 5035	ERG	5035	16	$1,270.00	$20,320.00	**$670.00**	$10,720.00
Library	OP SERIES 72"W PRIVATE SEATING	ARCADIA	6505 & 6586-72	3	$6,488.00	$19,464.00	**$3,349.00**	$10,317.00
Library	AS PER DRAWING	ROI	MTABLE	3	$3,384.00	$10,152.00	**$730.00**	$2,190.00
Library	4886-38 AS PER DRAWING ROI	ROI	MSURFACE	1	$3,384.00	$3,384.00	**$360.00**	$360.00
Library	SWIVEL TASK CHAIR, WITH	ERG	NMISC	1	$1,278.00	$1,278.00	**$610.00**	$610.00
Library	Soapstone 4886-38, Factory Antique	ROI	MWORKSTATION	1			**$12,290.00**	$12,290.00
Library	COLOR: CHARCOAL	SAFCO	1937CH	1	$1,399.00	$1,399.00	**$1,010.00**	$1,010.00
Library	6920-TAR & 6920-TAL 4 LEG, MID-	ARCADIA	6920-TAR & 6920-TAL	12	$2,032.00	$24,384.00	**$1,135.00**	$13,620.00
Library	CHAT BOARD MAGNETIC GLASS		CB1250	1	$4,995.00	$4,995.00	**$3,485.00**	$3,485.00
Library	ARCHED X BASE, WILSONART	ROI	MTABLE	2	$1,861.00	$3,722.00	**$340.00**	$680.00
Library	CONCRETE FORMWOOD,	ROI	MTABLE	11	$1,331.00	$14,641.00	**$830.00**	$9,130.00
Library	SAMBA SERIES 5035-H8	ERG	5035-H8	6	$1,270.00	$7,620.00	**$722.00**	$4,332.00
Library	CT132300 AS PER DRAWING GRADE	JSI	CONNECT SERIES 132300	1	$9,876.00	$9,876.00	**$5,675.00**	$5,675.00
Library	MOTO & WINK SERIES	ERG	MOTO & WINK SERIES	1			**$15,950.00**	$15,950.00
Library	SitONIT, Metro, Paddington	SIT ON IT	94T B A0 UP SC6 FG1 C6 S2 AC	4	$759.00	$3,036.00	**$353.00**	$1,412.00
Library	HONEYCOMB, SitOnIt, Metro, Powell	SIT ON IT	94T B A0 UP SC16 FG1 C6 S2 AC	4	$759.00	$3,036.00	**$353.00**	$1,412.00
Library	CAROTENE, SitOnIt, Metro, Concord	SIT ON IT	94T B AO SC13 FG1 C6 S2 AC	4	$759.00	$3,036.00	**$353.00**	$1,412.00
Library	with Sit of it, Metro, LaSalle	SIT ON IT	94T B A0 UP SC14 FG1 C6 S1 AC	4	$759.00	$3,036.00	**$343.00**	$1,372.00
Library	ROUNDS SURFACE 155 GREY	ROI	BTABLE	3	$3,205.00	$9,615.00	**$1,150.00**	$3,450.00
Library	TABLE SUFACE 155 CHEMETAL	ROI	BTABLE	1	$3,205.00	$3,205.00	**$1,040.00**	$1,040.00
Library	GREY	ROI	CUSTOM MAGNETIC CHEMETAL 155 GREY	3	$1,265.00 no color	$3,795.00	**$738.00**	$2,214.00
Library	GREEN	ROI	157 - Lime Gloss Magnetic Dry Erase	1	$1,265.00 no color	$1,265.00	**$738.00**	$738.00
Library	3495/2FO/TABR2/SSI/CAS GRADE 8	ERG	3495/2FO/TABR2/SSI/CAS	2	$3,479.00	$6,958.00	**$1,645.00**	$3,290.00
Library	TURF SOUND ABSORBERS	TURF	ROCKETS 5X4 COLORS: 29, 4, 6	2			**$3,200.00**	$6,400.00
Library	TURF SOUND ABSORBERS	TURF	ORBITS 6X4 COLORS 29,4,6	2			**$900.00**	$1,800.00
Library	TURF SOUND ABSORBERS	TURF	ROCKETS 6X4 COLORS 29,4,6	2			**$3,200.00**	$6,400.00
Library	MODULAR SPACE PARTITION 8'X10'	TURF	PHASE COLLECTION 8'X10' COLORS 29, 4, 6	2			**$6,160.00**	$12,320.00
Library								
Library			Sub Total			$320,006.00		$246,355.00
Library			Bid Bond					$3,686.00
Library			Delivery					$1,700.00
Library			Installation					$9,900.00
			TOTAL					$261,641.00

BOARD OF EDUCATION MEMORANDUM

TO: DISTRICT 301 BOARD OF EDUCATION
DR. TODD STIRN, SUPERINTENDENT

FROM: STEVE DIVERSEY, ATHLETIC & ACTIVITIES DIRECTOR

SUBJECT: CARDIO ROOM BID APPROVAL

DATE: 3/13/2017

I recommend the Board approve the acceptance of the following bid for work to be completed during the summer of 2017.

Central High School cardio room equipment and installation.
Direct Fitness Solutions $60,628.00

Manufacturer	Description	Quantity	Fitness Connect	Total		Manufacturer	Direct Fitness	Total	Direct Fitness Precore	Total
Matrix	New: Matrix IC2 Spin Bike or PreCor Stages SC1 Indoor Cycle	24	$899.00	$21,576.00		Stages	$995.00	$23,880.00	$1,095.00	$26,280.00
Matrix	New: Matrix E1x Elliptical Trainer or Precor 576i Exp or Spirit CE800	4	$2,500.00	$10,000.00		Spirit	$1,669.00	$6,676.00	$3,649.00	$14,596.00
Matrix	New: Matrix T1x Treadmill or Precor 956i Exp or Spirit CT800	8	$3,000.00	$24,000.00		Spirit	$2,089.00	$16,712.00	$4,495.00	$35,960.00
Matrix	New: Matrix Rower-02 or PreCor CONCEPT2 Model D Indoor Rower w/PM5 light gray	4	$1,000.00	$4,000.00		Concept 2	$900.00	$3,600.00	$900.00	$3,600.00
	Minimum five (5) year maintenance & service Plan						$1,000.00	$5,000.00	$1,000.00	$5,000.00
	New Product must have a minimum 3 years (3) Include Parts, Labor & Trip Warrenty									
	All cardio Equipment must be new, not certified pre-owned									
	Installation of above equipment			$4,750.00				$2,100.00		$2,100.00
	Shipping & Handling of above equipment			$600.00				$2,660.00		$2,300.00
				$64,926.00				**$60,628.00**		**$89,836.00**

BOARD OF EDUCATION MEMORANDUM

TO: DISTRICT 301 BOARD OF EDUCATION
DR. TODD STIRN, SUPERINTENDENT

FROM: STEVE DIVERSEY, ATHLETIC & ACTIVITIES DIRECTOR

SUBJECT: WEIGHT ROOM BID APPROVAL

DATE: 3/13/2017

I recommend the Board approve the acceptance of the following bid for work to be completed during the summer of 2017.

Central High School weight room equipment and installation.
Direct Fitness Solutions $84,909.68

Vendor	Descrption	QTY	Fitness Connect	Total		QTY	Direct Fitness	Total
Dynamic Series or Summit Series	Eight (8) station rig with six(6) foot connecter between and eight (8) two (2) foot extender on one (1) side of the rig. The rig steel needs to be eleven (11) gauge.							
Dynamic Series or Summit Series	Post 9' Height - Rig w/ Numbers	64	$220.00	$14,080.00				
Dynamic Series or Summit Series	Pullup - Single Xmember 70"	16	$80.00	$640.00				
Dynamic Series or Summit Series	Pullup - Double Xmember 70" (for LOGO xmember)	12	$100.00	$1,200.00				
Dynamic Series or Summit Series	Pullup- Double Xmember 70" Logo Custom Xmember, Custom LOGO plate	12	$80.00	$960.00				
Dynamic Series or Summit Series	Pullup - Single Xmember 42"	16	$50.00	$800.00				
Dynamic Series or Summit Series	Horizontal. Extension Top - 2' 3"x3"	16	$60.00	$960.00				
Dynamic Series or Summit Series	Jcup - 3x3 (pair)	16	$110.00	$1,760.00				
Dynamic Series or Summit Series	Safety Arms	16	$165.00	$2,640.00				
Dynamic Series or Summit Series	Horizontal Bumper 70" Plate Storage	6	$160.00	$960.00				
Dynamic Series or Summit Series	70" Dumbbell Storage	12	$160.00	$1,920.00				
Dynamic Series or Summit Series	Summit Series K2/Denali/Wissota 70" Med Ball Storage	6	$140.00	$840.00				
Dynamic Series or Summit Series	Wedge Anchor 2 3/4" length (Package of 16 units) 115-00758-01 Anchor Bold 1/2 x 2 1/2	8	$35.00	$280.00				
Dynamic Series or Summit Series	Rig - Landmine Attachment	16	$125.00	$2,000.00				
Dynamic Series or Summit Series	Rig - Dip Station	4	$165.00	$660.00				

	TOTAL			**$29,700.00**				**$24,700.00**
Matrix	Multi-adjustble Bench: *BLACK FRAME, ROYAL BLUE UPHOLSTERY with logo	16	$525.00	$8,400.00		16	$579.00	$9,264.00
Schiek	Schiek or like item-one-way velcro adjustable belt-XS	4	$40.00	$160.00		4	$65.00	$260.00
Schiek	Schiek or like item-one-way velcro adjustable belt-M	6	$40.00	$240.00		6	$65.00	$390.00
Schiek	Schiek or like item-one-way velcro adjustable belt-L	6	$40.00	$240.00		6	$65.00	$390.00
Schiek	Schiek or like item-one-way velcro adjustable belt-XL	6	$40.00	$240.00		6	$65.00	$390.00
Schiek	Schiek or like item-one-way velcro adjustable belt-XXL	2	$40.00	$80.00		2	$65.00	$130.00
Body Solid	3 Sided Soft Plyo Box	16	$200.00	$3,200.00		16	$245.00	$3,920.00
Elivate	Exercise Bands Blue, Light	8	$14.00	$112.00		8	$16.00	$128.00
Elivate	Exercise Bands Green, Xtra Heavy	8	$18.00	$144.00		8	$37.00	$296.00
Elivate	Exercise Bands RED, Heavy	8	$25.00	$200.00		8	$28.00	$224.00
Elivate	Exercise Bands Yellow, Medium	8	$30.00	$240.00		8	$21.00	$168.00
Elivate	Slam Ball 10lb	12	$30.00	$360.00		12	$23.93	$287.16
Elivate	Slam Ball 15lb	12	$38.00	$456.00		12	$29.97	$359.64
Elivate	Slam Ball 20lb	12	$44.00	$528.00		12	$35.93	$431.16
Elivate	Battle Rope, 30' x 1.5"	8	$70.00	$560.00		8	$93.32	$746.56
Matrix	Lat Pulldown / Low Row Machine	2	$2,150.00	$4,300.00		2	$2,058.82	$4,117.64
Lifeline	Lifeline LLJGXT, Jungle Gym XT	8	$80.00	$640.00		8	$95.00	$760.00
Peform Better	Perform Better Item # 6650, The Trainer Speed Rope	4	$200.00	$800.00		4	$199.00	$796.00
Peform Better	Polypropylene Weightlifting Dip Belt	4	$30.00	$120.00		4	$29.95	$119.80
Pro Source	Abdominal Mat	16	$18.00	$288.00		16	$32.00	$512.00
Rogue	Rogue Fitness Crossover Symmetry, w/ wall mount	8	$240.00	$1,920.00		8	$235.00	$1,880.00
Matrix	Seated Leg Curl Machine	2	$2,200.00	$4,400.00		2	$1,852.94	$3,705.88

Sorinex	Sorinex Glute Ham Roller	8	$129.00	$1,032.00		8	$129.00	$1,032.00
Troy	8-Sided Rubber Encased Dumbbell: 5-100 lbs Set (20 pair)	2	$2,785.00	$5,570.00		2	$2,493.00	$4,986.00
Troy	8-Sided Rubber Encased Dumbbell:5-50 lbs Set (10 pair)	2	$750.00	$1,500.00		2	$669.00	$1,338.00
Troy	10 lbs Olympic 2" Black Solid Bumper: Plate With Steel Insert	48	$24.00	$1,152.00		48	$24.36	$1,169.28
Troy	25 lbs Olympic 2" Black Solid Bumper: Plate With Steel Insert	48	$35.00	$1,680.00		48	$35.26	$1,692.48
Troy	45 lbs Olympic 2" Black Solid Bumper: Plate With Steel Insert	48	$66.00	$3,168.00		48	$63.46	$3,046.08
Troy	The Original "Texas Power Bar": International 7', 28 mm diameter, 1500 lbs Statistical Test Competition Powerbar, 4" Center Deep Diamond Knurling	24	$310.00	$7,440.00		24	$260.00	$6,240.00
Troy	2" Lock-Jaw or like item (pair)	24	$24.00	$576.00		24	$22.00	$528.00
Troy	International Hex Bar, Dual Grip, Chrome	8	$135.00	$1,080.00		8	$145.00	$1,160.00
Troy	Black Cast Iron Kettlebell, 20lb	6	$23.00	$138.00		6	$22.67	$136.02
Troy	Black Cast Iron Kettlebell, 30lb	6	$34.50	$207.00		6	$34.00	$204.00
Troy	Black Cast Iron Kettlebell, 40lb	6	$46.00	$276.00		6	$45.33	$271.98
Troy	Black Cast Iron Kettlebell, 50lb	6	$57.50	$345.00		6	$56.67	$340.02
Troy	Black Cast Iron Kettlebell, 60lb	6	$69.00	$414.00		6	$69.00	$414.00
Troy	Black Cast Iron Kettlebell, 70lb	6	$80.50	$483.00		6	$79.33	$475.98
	Assembly of above equipment		$4,900.00	$4,900.00				$4,400.00
	Shipping & Handling of above equipment		$3,600.00	$3,600.00				$3,500.00
				$90,889.00				**$84,909.68**

No Bid Received from Metal Master, Legend Fitness, Doherty, Kiefer USA, Data Bid, Onvia, Dodge Data, Const. Connect.

JOINT AGREEMENT

FOR OPERATION OF THE FOX VALLEY CAREER CENTER

WHEREAS, the school districts which are parties to this agreement all maintain a school system for the education of students attending the kindergarten through twelfth grades inclusive, and

WHEREAS, it is not economically practical for each of said individual school districts to finance and operate an adequate program of career, vocational and technical education for grades eleven and twelve, and

WHEREAS, Paragraph 10-22.31a of the School Code of Illinois (105 ILCS 5/10 – 22.31a) authorizes and empowers boards of education of Illinois school districts to establish joint educational programs as follows:

> JOINT EDUCATIONAL PROGRAMS. To enter into joint agreement with other school boards to establish any type of educational program which any district may establish individually, to provide the needed educational facilities and to employ a director and other professional workers for such a program. The director and other professional workers may be employed by one district which shall be reimbursed on a mutually agreed basis by other districts that are parties to the joint agreement. Such agreements may provide that one district may supply professional workers for a joint program conducted in another district.

and

WHEREAS, in order to provide enrollments large enough to support and justify such a program of vocational education it is necessary and desirable that said districts enter into joint and cooperative agreement to provide the needed facilities and personnel as authorized by the aforesaid section of the School Code.

NOW, THEREFORE, for and in consideration of the mutual promises and agreements of the respective school districts which are parties to this agreement, it is hereby agreed between them as follows:

ARTICLE I

I - 1 The name of this vocational/career center shall be the Fox Valley Career Center (FVCC).

I - 2 Purposes:

The purpose of the FVCC is to help students develop the college, career and technical knowledge, skills and attitudes they need in order to pursue successful careers, advanced training or education immediately after high school or later.

After graduation from high school, the students should also be adequately prepared to enter employment or appropriate programs in community colleges, technical schools, or universities.

I - 3 Membership

Membership in this joint agreement shall consist of (1) the Batavia Public Schools, Dist. #101, Batavia, Illinois; (2) Central School Dist. #301, Burlington, Illinois, (3) Kaneland Community Unit School Dist. #302, 47W326 Keslinger Road, Maple Park, Illinois; (4) Geneva Community Unit School Dist. #304, Geneva, Illinois; (5) St. Charles Community Unit School Dist. #303, St. Charles, Illinois; (6) West Aurora School District #129, Aurora, Illinois. Other school districts may be admitted in accordance with Article V of this agreement.

ARTICLE II – ORGANIZATION AND OPERATION

II - 1 ADMINISTRATIVE DISTRICT. The administrative district for the operation of the program shall be Community Unit District #302, Kane and DeKalb Counties, Illinois, and such administrative district through its Board of Education, hereafter referred to as the Administrative Board, is hereby authorized and empowered:

(a) To provide the physical facilities, including building, fixtures and equipment, required to set up and establish the program.

(b) To name and designate a director who shall be a member of the staff of the administrative district and who shall cooperate in the operation with the superintendents who are members of the advisory board as hereinafter set forth.

(c) To hire and engage teachers and personnel as may be necessary.

(d) To apply for and receive all payments from state and federal sources which may be available from time to time as grants, contributions or reimbursements from any state or federal agency or department, either for capital outlays or operating expenses.

(e) To receive contributions or donations to the program of cash, fixtures, equipment or supplies for any similar purpose, from any private individual, firm or corporation.

(f) To pay all of the expenses and operating costs of the program.
(g) To do and perform any and all other acts necessary for the establishment and maintenance of the program.

The director and all teachers or other employees shall be considered for all legal purposes as employees of the administrative district and subject to all of the rules and regulations made applicable by law to the employees of such district.

In view of the fact that the buildings, and most of the fixtures and equipment shall be provided by the administrative district, it is understood and agreed that all such property that is used in this vocational center shall at all times and for all purposes be and remain the property of the administrative district.

II - 2 **ADMINISTRATIVE STRUCTURE.** The superintendents of the member school districts shall constitute the Board of Directors which shall make and approve policy and act as liaison to the Boards of Education of participating districts. The Kaneland Superintendent shall serve as Chairperson of the Board of Directors. Such board may elect one of its members to serve as vice-chairperson and shall hold such meetings for the conduct of its business as from time to time may be deemed advisable. Any decision of such board shall be by a majority vote.

In accordance with Section II – 1 of this agreement, a Director of the Center, shall be employed. The duties of the Director shall be determined by the Board of Directors and the Administrative Board. The FVCC Director shall serve as secretary to the Board preparing the necessary materials for the Board of Directors meetings and maintaining records and information resulting from such meetings.

II - 3 **ADVISORY COMMITTEES.** Separate advisory committees shall be organized for each occupational area. They shall represent a diversity of industry from the small and relatively simple firm to complex international corporations. The teachers are to be directly involved with and meet with their occupational committee. Minutes of the advisory committee meetings shall be kept. The primary function of local advisory committees is to advise and counsel the educational system's administration and instructional staff in planning, implementing and maintaining vocational and technical educational programs. Some specific functions might be to:

1. Provide important communication between the educational systems and the community.

2. Review the goals and objectives of the local and technical education program.

3. Make recommendations to administrators regarding students for instructional

facilities.

4. Assist in the preparation of a local philosophy of vocational and technical education.

5. Aid in continuous review of the content and organization of the instructional program in keeping with the occupational needs of the community, area or state.

6. Advise the administration relative to setting up qualifications of instructors.

7. Suggest criteria for selection of students.

8. Assist in locating training stations for cooperative students.

9. Assist in the development and recommendation of an equitable financial support system.

10. Assist in planning of a student placement program.

11. Support state and national legislation affecting vocational and technical education.

12. Assist in long-term program planning.

13. Assist with a continuous appraisal of occupational opportunities in the communities served.

14. Assist in the identification of needed research in career, vocational and technical education.

ARTICLE III – PROGRAM

III - 1 The Administrative Board, in cooperation with the Board of Directors, shall contract for and otherwise provide as necessary for personnel, sites, and physical facilities required to house and support the educational and related activities of the Center.

III - 2 The Administrative Board, in cooperation with the Board of Directors, shall establish career, vocational and technical education programs and related services that it deems necessary for the effective operation of the Center, consistent with all project proposals and specification as approved by the Illinois State Board of Education and in the interests of the participating school districts.

III - 3 The Administrative Board, in cooperation with the Board of Directors, shall approve the employment of such personnel as it deems necessary to support the programs and services and shall establish employment and personnel policy consistent with Illinois law.

III - 4 The Administrative Board, in cooperation with the Board of Directors, shall establish policies which maintain the principle of community involvement consistent with the intents and purposes of the cooperating districts, project proposals and specifications, and approving authorities granted various local, state and federal agencies by law.

III - 5 Finance

(a) **TUITION COSTS.** Based on gross operating costs, participating districts will be billed 1) 40% of the estimated first semester billing on August first, based on the number of students enrolled, 2) Eleventh day of first semester – balance of tuition based on current enrollment, 3) December 1st – 40% of the estimated second semester tuition, and 4) Eleventh day of second semester – balance of tuition amount based on current enrollment. Final tabulation is made in June for additional revenues needed or refunds for excess money collected.

(b) **FINANCIAL RECORDS.** The administrative district shall maintain an accounting system accurately showing all receipts and disbursements for capital expenditures as well as ordinary operating costs. Such system shall be maintained in such manner that capital and operating expenses of the vocational program will be shown entirely separate from the other educational activities of the administrative district, so that in particular the operating costs of the program can be determined with exactness and thus prorated fairly among the participating district. The administrative district shall submit a summary statement of receipts and disbursements for both capital expenditures and operating costs to all participating districts in the form of an annual financial audit.

(c) **FACILITY AND ADMINISTRATIAVE COSTS.** In addition to all costs related to educational programs and services, the FVCC budget shall include its direct or pro rata share of all relevant on-going facility-related costs (e.g., trash removal, utilities, snow removal, custodial services, regular repairs, etc). Costs for major facility improvements or repairs shall be reviewed with the Board of Directors and recouped through a payment schedule acceptable to the Board of Directors and administrative district. The budget shall also include the FVCC's direct or pro rata share of costs for professional and administrative services provided by the administrative district.

(d) A tentative budget shall be prepared and presented by the Director at the regular May meeting of the Board of Directors. The tentative budget shall be approved by the Board of Directors for recommendation to the Administrative District. The budget will be adopted by the

Administrative District in accordance with statutory requirements. Once the budget has been adopted by the Board of Directors and the Administrative District, it may be adjusted via transfers between line items not exceeding in the aggregate 10% of the total fund budget. Both the Board of Directors and the Administrative District must approve any such transfer. The Budget as approved shall be binding on the participating districts and also on the Administrative District.

ARTICLE IV – TRANSPORTATION

IV - 1 Each participating district shall furnish transportation for the pupils of that district to and from the Career Center in a manner prescribed by the Board of Education of the participating district.

ARTICLE V – PROCEDURES FOR ADMISSION OR WITHDRAWAL OF A SCHOOL DISTRICT FROM THIS JOINT AGREEMENT

V - 1 FVCC operates on a year to year basis, but any participating district may terminate its participation consistent with the School Code of Illinois (105 ILCS 5/10 – 22.31a). Notice of such intent must be given, in writing, to the Board of Directors and to the administrative district by January 31 in the calendar year prior to the year in which the withdrawal becomes effective. Any district which begins participation at the beginning of a school year shall be obligated to continue such participation for the entire school year on the terms and conditions herein set forth.

All tuition charges and obligations of the district withdrawing from the joint agreement must be paid upon withdrawal and all capital assets such as buildings, equipment and facilities used at the Center or as a part of the joint agreement are, and shall remain the property of the administrative district.

V - 2 If the Board of Directors and administrative district deem it advisable, and if facilities are available, other school districts in the area may be permitted to participate in the program upon such terms and conditions as the Board of Directors and the administrative district shall then determine.

ARTICLE VI – PROVISION FOR AMENDMENTS

VI - 1 It is further understood that this agreement may be amended or supplemented at any time by an agreement in writing signed by all of the participating districts.

ARTICLE VII – MISCELLANEOUS

VII - 1 **CREDITS FOR GRADUATION.** Each participating district shall determine its own basis for giving credit for courses attended by any of its students at the Career Center conducted under the auspices of this program.

IN WITNESS WHEREOF, the school districts which have agreed to participate in the initial operation of this program have hereunto caused this agreement to be executed by their duly authorized officers.

JOINT AGREEMENT RESOLUTION

WHEREAS, present statutes allow school districts to jointly offer programs for better educational advantages, and

WHEREAS, an efficient and proper program may not feasibly be conducted by one district alone, and

WHEREAS, Section 10-22.31a of the School Code of Illinois authorizes joint agreements between several school districts, through their school boards.

Now, therefore, let it be resolved that District Number _____, _____ County, _____, Illinois, be authorized to enter into a joint agreement with other school districts of _____ County(ies), and be bound thereby, and

Be it further resolved that the President and Secretary of this Board are hereby authorized to direct and execute said joint agreement, copy of which is attached hereto, and

Be it further resolved that this Board of Education hereby approves of the agreement for _____(school term) as presented, a copy of which is attached hereto.

CERTIFICATION

I, _____, Secretary of Board of Education of _____ District Number _____, _____, _____, Illinois, do hereby certify that the above and foregoing is a true and correct copy of a certain resolution which was duly passed by said Board at its regular meeting held on the _____ day of _____, 20_____.

City

County

ATTEST:

_____	_____
President of Board	Secretary of Board

_____	_____	_____	_____
District No.	County	District No.	County

_____	_____	_____	_____
City	State	City	State

Instruction

Field Trips

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

All field trips must have the Superintendent or designee's prior approval. The Board of Education must be notified of all field trips beyond a 200-mile radius of the school or extending overnight. The Superintendent of designee shall ~~The following factors are~~ analyze~~d when determining~~ 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. ~~danger to students, staff, or chaperons. Monies deposited may be forfeited.~~

Privately arranged trips, including those let by District Staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 6:10 (educational Philosophy and Objectives),7:270 (Administering Medicines to Students)

MAXIMIZE

2017 Illinois Farm Bureau & Affiliates

YOUTH CONFERENCE

APRIL 10-11, 2017

Embassy Suites
100 Conference Center Drive
East Peoria, Illinois 61611

REGISTRATION

$100 | Student
Including all meals (3)

$100 | Chaperone
Including all meals (3)
OR $55 without meals
Additional $55 for a single room

Please bring a non-perishable food item for the Harvest for All Food Drive!

Register online at:
www.ilfb3.org/youthconference

TENTATIVE AGENDA

Monday, April 10, 2017

10:30 - 11:45 a.m.	Registration
	County Group Photos
	Harvest for All Collection
12:00 p.m.	Opening Luncheon Session
1:00 p.m.	Team Meeting
1:45 p.m.	Breakout Session #1 | Opportunity Fair Group 1
2:00 p.m.	Chaperone Meeting
2:30 p.m.	Breakout Session #2 | Opportunity Fair Group 2
3:15 p.m.	Breakout Session #3 | Opportunity Fair Group 3
4:00 p.m.	Team Meeting | Check in to rooms
5:45 p.m.	Evening Dinner | **Keynote Speaker Andrew McCrea**
7:00 p.m.	Team Activity
8:00 p.m.	Ice Cream Party /Dance/ Games
10:00 p.m.	Reflections
10:30 p.m.	Dismiss to Rooms
11:00 p.m.	Room Checks
11:30 p.m.	Lights Out!

Tuesday, April 11, 2017

7:00 a.m.	Rise and Shine
7 – 8:45 a.m.	Breakfast/Check out of rooms
9:00 a.m.	Breakout Session #4
9:45 a.m.	Breakout Session #5
10:30 a.m.	General Session | **Keynote Speaker Keith Patterson**
11:45 a.m.	Dismiss for Home

YEA Youth Education in Agriculture
IFB Illinois Farm Bureau. Farm. Family. Food.™
COUNTRY Financial. Auto | Home | Life | Retirement
FS GROWMARK
IAA credit union℠
Farmer Owned Prairie Farms

Illinois State FFA Convention
Springfield, IL - Prairie Capital Convention Center

1. Payment

Each person attending the state convention must pay **$100.00** to the Central FFA **due May 24, 2017.** This money helps offset the cost for the two nights of hotel reservations, registration fees, workshops, career show, and 1 meal or group activity. Additional money will be needed for any souvenirs and meals, so plan accordingly for the three days!

2. Each person will need to be in official dress for the convention sessions only.

Convention attire and office dress consists of:

Gentlemen:
*Black solid colored slacks
*White button up shirt
*Dark tie
*Dress shoes/dark socks
*FFA Jacket (Will be provided if member does not have one)

Ladies:
Black solid colored slacks or skirt (close to knee length)
*White button up shirt
*Scarf (Will be provided if member does not have one)
*Dress shoes (COMFORTABLE)/dark socks
*FFA Jacket (Will be provided if member does not have one)

3. Hotel Information:
President Abraham Lincoln Hotel
701 East Adams Street
Springfield, IL 62701
Tele: (217)-544-8800

4. Travel Arrangements

The Central FFA chapter will be traveling by school or activity bus with Mr. Robinson serving as chaperone. If you need to contact me at any time, please feel free to call me at 217-820-2195.

5. All school rules and guidelines apply when attending the Illinois FFA Convention. This is considered a school event. You will be representing yourself, your school, your community, your family, and your FFA Chapter. The very best behavior is expected.

Any deviation from school policies or expectations will result in the contact of parents, school administration, and law enforcement if needed. The parents of students who deviate from expectations set by the school will be expected to provide transportation home for their child or children at any point during the convention. (If you have any questions about the expectations feel free to contact Mr. Robinson)

6. What to bring:

Official dress for 3 days
Casual clothes for day/night time activities
Snacks
Money for meals and spending money
Swim Suit for hotel pool
Permission slip

7. TENTATIVE Agenda (On Back)

Tuesday June 13th

Leaving Central High School at 8:15 a.m.

Stopping for breakfast along the way (bring money)
Check into hotel
Change into ***official dress*** – Head to convention center
1:00 p.m. SESSION 1
Keynote Speaker – National FFA President
6:30pm SESSION 2
(Susie - Chair of Session & Advisor Recognition)
8:30 p.m. (Tentative) - FFA Dance

Wednesday June 14th

Leave hotel 7:30 a.m. in Official Dress
8:00 am SESSION 3
(Susie – Retiring Address)
12:00 pm LUNCH & Water Park
6:00pm SESSION 5
(State Officer Parent Recognition)
Concert – Mark Hood, The VOICE finalist and former FFA member from Chicago
Speaker - Governor Rauner

Thursday June 15th

8:00 am Delegate Election Session
1:00pm SESSION 6
(CDE Winners Recognition)
Keynote Speaker
Leave Springfield @ 5:00pm (Approximately)
Arrive at Central High School 8:30 p.m. (approximately)

8. Any questions please contact Mr. Robinson at 217-820-2195.

Central Community Unit School District 301
Dr. Todd Stirn, Superintendent

275 South St., P.O. Box 396 Burlington, IL 60109
847-464-6005 847-464-6021 Fax www.burlington.k12.il.us

RESOLUTION
DISMISSAL OF PART-TIME TEACHER(S)

WHEREAS, the following teacher(s) are employed on a part-time basis during the 2016-2017 school term, having worked part-time for the entire school term; and

WHEREAS, the Board of Education has determined that these teacher(s) shall not be reemployed for the 2017-2018 school term, pursuant to Section 24-11 of the *School Code* (105 ILCS 5/24-11);

NOW, THEREFORE, Be It Resolved by the Board of Education of Central Community Unit School District No. 301, Kane County, Illinois, that:

Section 1: The following named part-time teacher(s) shall not be reemployed for the 2017-2018 school term:

Amy Parks – LL
Sonya Rohde – CMS/LL
Bradley Cesaroni – HBT
Amanda Poturalski – LL
Sharon Schweinfurth - CHS
Sandra Guerrieri – CMS
Annaliese Siegel – PKMS
Jamie Hadzima – CMS
Jasneet Kaur – CMS/CHS
Karla Baumrucker - CMS

Section 2: The President and Secretary of the Board are authorized and directed to give the teacher(s) a written Notice of Dismissal by certified mail, return receipt requested, at least forty-five (45) days before the end of the school term. A copy of this Notice is attached as Exhibit A and incorporated by reference.

Section 3: The Superintendent or designee shall also deliver a copy of the Notice to the teachers by first class mail and personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.

Section 4: This Resolution shall be in full force and effect upon its passage.

ADOPTED this 20th day of March, 2017 by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

Board President

Board Secretary

Central Community Unit School District 301
Dr. Todd Stirn, Superintendent

275 South St., P.O. Box 396 Burlington, IL 60109
847-464-6005 847-464-6021 Fax www.burlington.k12.il.us

RESOLUTION

HONORABLE DISMISSAL OF TEACHER(S)

WHEREAS, the Board of Education has determined to discontinue some particular type of teaching service(s) in the School District; and

WHEREAS, each teacher has been categorized into one or more positions that the teacher is qualified to hold, based upon legal qualifications and any other qualifications established in the District's job description for such positions; and

WHEREAS, within each position and subject to agreements made by the District's Joint Committee on honorable dismissals, the District has assigned each teacher to one of four groupings based on performance evaluation ratings; and

WHEREAS, the Board shall first dismiss those teachers in Group 1 before dismissing any teacher in Group 2 who is qualified to hold a position currently held by a teacher in Group 1, and these teachers shall not be entitled to recall rights; and

WHEREAS, as between or among teachers in Group 1 qualified to hold a position, the sequence of dismissal is at the Board's discretion; and

WHEREAS, as between or among teachers in Group 2 qualified to hold a position, the teacher or teachers with the lowest average performance evaluation rating shall be dismissed first; and

WHEREAS, whenever the number of honorable dismissal notices based upon economic necessity exceeds five (5) or one hundred fifty percent (150%) of the average number of teachers honorably dismissed in the preceding three (3) years, whichever is greater, the Board is required to hold a public hearing on the question of dismissals; and

WHEREAS, a public hearing on the question of the dismissals is not required; and

WHEREAS, the Board has concluded that the teacher(s) named in this resolution shall be honorably dismissed at the end of the 2016-2017 school year, pursuant to Section 24-12 of the *School Code* (105 ILCS 5/24-12).

NOW, THEREFORE, Be It Resolved by the Board of Education of Central Community Unit School District No. 301, Kane and DeKalb Counties, Illinois, that:

***Section 1*:** The following teacher(s) in group one (1) shall be honorably dismissed at the end of the 2016-2017 school year:

Kimberly Klyczek - PV
Jason Peters - CT
Nina Bucaro - PKMS

Lily Phillips - CT
Ariel Anderson - CHS

Section 2: The President and Secretary of the Board are authorized and directed to give the teacher(s) a written Notice of Honorable Dismissal, together with the reason therefore, by first class mail at least forty-five (45) days before the end of the school year. A copy of this Notice is attached as Exhibit A and incorporated by reference.

Section 3: The Superintendent or designee shall also deliver a copy of the Notice to the teacher(s) by certified mail, return receipt requested AND delivered personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.]

Section 4: This Resolution shall be in full force and effect upon its passage.

ADOPTED 20th day of March, 2017, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

Board President

Board Secretary

RESOLUTION

DISMISSAL OF
FIRST, SECOND OR THIRD-YEAR PROBATIONARY TEACHER(S)

WHEREAS, the teacher(s) named in Section 1 are completing their first term of probationary teaching service during the 2016-2017 school term; and

WHEREAS, the teacher(s) named in Section 2 are completing their second term of probationary teaching service during the 2016-2017 school term, having begun their full-time employment from a date prior to November 1, 2015; and

WHEREAS, the teacher(s) have taught or otherwise been present and participating in the District's educational program for at least 120 days of full-time employment during the 2016-2017 school term; and

WHEREAS, the Board of Education has received recommendations from its administrative staff regarding the performance and or conduct of the teacher(s); and

WHEREAS, the Board of Education has determined that the teacher(s) shall not be re-employed for the 2017-2018 school term, pursuant to Section 24-11 of the *School Code* (105 ILCS 5/24-11), for reasons other than reduction-in-force;

NOW, THEREFORE, Be It Resolved by the Board of Education of Central Community Unit School District No. 301, Kane and DeKalb County, Illinois, that:

Section 1: The following named first-year probationary teacher(s) shall not be re-employed for the 2017-2018 school term:

Rebecca Dubbert – CHS
Lucia Hoffman – HBT

Section 2: The following named second-year probationary teacher(s) shall not be re-employed for the 2017-2018 school term:

Section 3: The President and Secretary of the Board are authorized and directed to give the teacher(s) a written Notice of Dismissal by certified mail, return receipt requested, at least forty-five (45) days before the end of the school term. A copy of this Notice is attached as Exhibit A and incorporated by reference.

Section 4: The Superintendent or designee shall also deliver a copy of the Notice to the teacher(s) by first class mail, certified mail, return receipt requested and personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.

Section 5: This Resolution shall be in full force and effect upon its passage.

ADOPTED this 21st day of March, 2016, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

Board President	Board Secretary

EXHIBIT A

March 21, 2017

Via First Class Mail
Certified Mail, Return Receipt Requested
Personal Delivery

Ms. Lucia Hoffman
129 S Commonwealth Ave.
Elgin, IL 60123

RE: NOTICE OF DISMISSAL

Dear Ms. Hoffman:

At its meeting held on March 20, 2017, the Board of Education of Central Community Unit School District No. 301, Kane County, Illinois, pursuant to Section 24-11 of the *School Code*, resolved not to re-employ you for the 2017-2018 school term for reasons other than reduction-in-force. Your last day of employment in the District, subject to the use of snow and emergency days, shall be June 6, 2017.

Sincerely,

Board of Education
Central School District No. 301
Kane County, Illinois

ATTEST

Board President

Board Secretary

EXHIBIT B

RECEIPT CONFIRMATION

I, Lucia Hoffman, received the attached Notice of Dismissal by personal delivery from Julie Salamone, Director of Early Childhood, of Central CUSD 301, on March 21, 2017.

_____
(signature of employee)

CENTRAL HIGH SCHOOL



STUDENT HANDBOOK

2017-2018

RECEIPT OF STUDENT HANDBOOK

9 10 11 12

Print Last Name Print First Name Grade (circle one)

I have received and read the Central High School Student Handbook (electronic version) for the 2017-2018 school year. I understand that I am personally responsible for reviewing and understanding the information contained in the Handbook. I also understand that this Handbook includes only a summary of CHS and Board of Education policies and that I am subject to and must abide by all District policies. I also understand that a violation of any of the District's policies may lead to disciplinary consequences.

Student Signature Date

Parent Signature Date

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A WORD OF WELCOME

Dear Students and Parents/Guardians,

On behalf of the entire Central High School staff, I would like to welcome you to the 2017-2018 school year. We begin this year full of anticipation and excitement for the growth we know we are about to experience. To our Seniors, we look to you to continue the example of excellence that has been the legacy left by previous graduating classes. We know you will provide a great example of "Rocket Pride" for the classes that follow you. To our freshman, sophomores, and juniors, we challenge you to make the most of the upcoming school year in preparation for your own senior year when you will have the chance to leave your own legacy.

As your partners in education, your academic success is very important to us. This Handbook is designed to be used as a reference guide as you familiarize yourself with the policies and procedures of CHS and as established by the Board of Education. This Handbook has been compiled with the input of staff, students, parents, and the Board of Education to ensure a safe school environment where learning is of the highest priority. Within this Handbook, you should find the positive values that exemplify the Rocket community.

This Handbook also contains contact information to help you determine where to find assistance or answers to questions. You will also find information about services and activities that are available to you. We encourage you to take advantage of these opportunities to make the most of your time at CHS.

The CHS staff is committed to partnering with you in your preparation for your role in our community beyond high school, be it moving forward with your college and/or vocational education or your participation in the workforce. We look forward to the school year before you and are confident that you will do great things. Always remember, every day is a great day to be a Rocket!

Sincerely,

Christopher Testone
Principal

ADMINISTRATION

CENTRAL HIGH SCHOOL (CHS)

44W625 Plato Road, PO Box 68
Burlington, IL 60109
(847) 464-6030

Chris Testone
Principal

Kerri McCastland
Assistant Principal of Operations

Michelle Vaughn
Dean of Students

Kim Lewis
Assistant Principal of College and Career Readiness

Steve Diversey
Athletic and Activities Director, District Rentals

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 (CCUSD 301)

275 South Street, PO Box 396
Burlington, IL 60109
(847) 464-6005

Dr. Todd Stirn
Superintendent

Dr. Esther Mongan
Assistant Superintendent

Tracie Duffield
Director of Transportation

Mike Potsic
Director of Student Services

Dan Polowy
Director of Facility Operations

Brian Tobin
Director of Technology

Pam Mirenda
Director of Food Services

BOARD OF EDUCATION (BOE)

Jeff Kellenberger – President
Duane Schmitt – Vice President
Janet Marlovits – Secretary
Jeff Gorman
Mitchell Penar
Maggie Perry
Laura Rabe

MISSION STATEMENT

Engage the mind, empower the learner, inspire excellence, influence the world

SCHOOL SONG

"Central Loyalty" (tune of "Illinois Loyalty")

We're loyal to you Central High
We know you're true blue Central High
We know you're the best of all schools east or west
And we'll back you with zest
Central High, (Rah, Rah)
So crack out that ball Central High
We're backing you all Central High
Our team is our fame protector
On teams for we expect a victory from you
Central High, (Rah, Rah)

2017-2018 SCHEDULES

2017-18 Schedules

Regular Schedule

BLOCK PERIODS	#	#	TRADITIONAL PERIODS
		0	6:20 - 7:20
7:25 - 8:56	1	1	7:25 - 8:25
9:00 - 10:31	2	2	8:29 -9:28
		3C	9:32 - 10:31
10:36 -11:04	4	3D	10:36 - 11:04
11:07 - 11:35			11:07 - 11:35
11:38 - 12:06			11:38 -12:06
12:09 - 12:37		4	12:10 - 1:09
12:41 - 2:12	5	5	1:13 - 2:12
2:16 - 2:46	6	6	2:16 - 2:46

Late Start Schedule

BLOCK PERIODS	#	#	TRADITIONAL PERIODS
		0	6:20 - 7:20
7:25 - 8:20	PLC	PLC	7:25 - 8:20
8:25 - 9:39	1	1	8:25 - 9:13
9:43 - 10:57	2	2	9:17 - 10:05
		3C	10:09 - 10:57
11:02 - 11:29	4	3D	11:02 - 11:29
11:32 - 11:59			11:32 - 11:59
12:02 - 12:29			12:02 - 12:29
12:32 - 12:59		4	12:33 - 1:23
1:03 - 2:17	5	5	1:27 - 2:17
2:21 - 2:46	6	6	2:21 - 2:46

Half Day Schedule

BLOCK PERIODS	#	#	TRADITIONAL PERIODS
		0	6:20 - 7:20
7:25 - 8:12	1	1	7:25 - 7:55
8:16 - 9:03	2	2	7:59 - 8:29
		3C	8:33 - 9:03
		3D	9:07 - 9:36
9:07 - 9:55	4	4	9:40 - 10:10
9:59 - 10:46	5	5	10:14 - 10:44
10:50 - 11:10	6	6	10:50 - 11:10

No lunch period.

Delayed Start Schedule

BLOCK PERIODS	#	#	TRADITIONAL PERIODS
9:25 - 10:29	1	1	9:25 - 10:06
10:33 - 11:36	2	2	10:10 - 10:51
		3C	10:55 - 11:36
11:41 - 12:08	4	3D	11:41 - 12:08
12:11 - 12:38			12:11 - 12:38
12:41 - 1:08			12:41 - 1:08
1:11 - 1:38		4	1:11 - 1:56
1:42 - 2:46	5	5	2:00 - 2:46

No study hall. No zero hour.

0 Hour Teacher Day:	6:00 - 2:05
Teacher Day:	7:00 - 3:05
Student Day:	7:25 - 2:46

INTRODUCTION

Welcome to Central High School. We know your educational experience here will be worthwhile. To assist you, we have prepared this Handbook that outlines the opportunities available to students and the policies and procedures of CHS and as established by the Board of Education.

This Handbook is not intended to create a contractual responsibility with the student. Rather, this Handbook is intended to summarize CHS and Board of Education policies and procedures. Items published in this Handbook are subject to change, without notice, by the Administration or Board of Education. The Board policies that govern the operation of Central High School and the District are available to the public on its website at www.burlington.k12.il.us or at the District Office.

STUDENT SERVICES

STUDENT SERVICES OFFICE

The student services office includes an Assistant Principal of College and Career Readiness, a Dean of Students, a nurse, a registrar, an attendance clerk, school counselors, school social workers, speech pathologist, and a school psychologist who work directly with students, parents, and staff. The objective of Student Services is to help students make the most of high school and to ensure students have the appropriate support to succeed in high school. Individual and group counseling is arranged with students in the areas of educational planning and personal and social development.

The District provides a comprehensive school counseling program that provides developmentally appropriate services to all students. Students are assigned counselors alphabetically by last name. The school counseling program focuses on what all students should know, understand, and be able to do within the three main aspects of school counseling as identified by the American School Counselor Association (ASCA); academic development, personal/social development, and career development. The goal is to raise student achievement as well as focus on student outcomes, goal setting, college and career readiness, and to utilize data to inform decision-making.

The ASCA framework for a comprehensive data-driven school counseling program has four tenets:

1. Foundation: A focus on student outcomes and student competencies.
2. Delivery: Services to the students, parents, school staff, and community.
3. Management: Organizational and assessment tools reflective of the school's needs.
4. Accountability: Measurements of how the students are different as a result of the school counseling program.

Student Services is available for consultation on:

1. Orientation to school.
2. Testing information (PSAT, ACT, MAP, SAT).
3. Selection of high school courses best suited to the student's abilities and future plans.
4. Assistance through both individual and group counseling with personal and social problems that are impeding the student's abilities and future plans.
5. College and career research.
6. The development of four-year, post-secondary, and career plans, including information about college admission requirements, financial aid, and career information.
7. Referral to agencies outside of school.
8. Attending on campus college visits with college admission representatives.
9. Utilizing the Naviance program.

Students are encouraged to make an appointment in the Student Services office to meet with their assigned counselor.

STUDENT SERVICES TEAM

CHS main line 847-464-6030

Each student services team member may be reached by extension below:

Ms. Kimberly Lewis	Asst. Principal of College and Career Readiness	ext. 8312
Ms. Michelle Vaughn	Dean of Students	ext. 8306
Ms. Melissa Baumgartner	Nurse	ext. 8321
Ms. Mary Schmidt	Registrar	ext. 8311
Ms. Lynette Smith	Attendance Clerk	(224) 990-7101
Mr. Brian Melvin	Counselor A-HARS	ext. 8317
Ms. Rachel Rodriquez	Counselor HART-PES	ext. 8316
Mr. Matthew Tevere	Counselor PET-Z	ext. 8315
Ms. Elizabeth Klapproth	School Psychologist	ext. 3005
Mr. Trent Lange	Speech Pathologist	ext. 8319
Ms. Nina Amin	Social Worker	ext. 3011
Ms. Madeline Johns	Social Worker	ext. 3008

Note: School Social Workers are trained mental health professionals who provide services related to students' social/emotional functioning at school. School social workers help assess and address the needs of students, provide individual and group counseling, and provide referrals for community resources. School social workers are the link between the home, school, and community to promote and support students' academic and social success.

Note: School Psychologists are uniquely qualified members of school teams who support students' ability to learn and teachers' ability to teach. They apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. School psychologists can help staff, families, school administrators, and other professionals with, but not limited to: Data collection and analysis, assessment, progress monitoring, school-wide practices to promote learning, academic/learning interventions, behavioral interventions, instructional support, and special education services. School psychologists work to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community.

PROBLEM SOLVING TEAM

The Problem Solving Team (P.S.T.) is a team consisting of the high school counselors, social worker(s), school psychologist(s), dean of students, school nurse, and one or more teachers. The P.S.T. exists to identify and assists students at risk due to severe social, emotional, family, mental health, attendance, and/or academic issues. The goal of the P.S.T. is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. The team may refer the student to outside professional agencies when appropriate. Referrals to the P.S.T. can be made by any member of the team, a staff member, the student him/herself, a fellow student, and/or a parent.

HOME AND HOSPITAL INSTRUCTION (BOARD POLICY 6:150)

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. A student qualifies for home

and hospital instruction when a physician anticipates a student's absence due to a medical condition for an extended period of time (i.e., for 2 or more consecutive weeks) or on an ongoing intermittent basis (i.e., the child's medical condition is such a nature or severity that it is anticipated the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absence).

Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized educational program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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

STUDENT RECORDS AND DIRECTORY INFORMATION (BOARD POLICY 7:340)

Student Records

School student records are confidential. As provided in State or federal law student records do not include:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

Upon request, the District will disclose school student records without a parent/guardian's or student's (if 18 or over) 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 or court order.

Required Notices and Directory Information

Under the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA), parents/guardians and students over 18 years of age ("eligible students") have certain rights with respect to the student's education / school student records.

In compliance with Illinois and federal law, the District shall maintain two sets of student records. The **permanent record** shall include basic identifying information concerning the student, his or her parents' names and addresses, the student's gender, date/place of birth, academic transcripts, attendance record, health records required for enrollment, unique student identifier,

a certified copy of the student's birth certificate, and a record of any release of this information. The permanent record may also include honors/awards received and information concerning participation in activities/athletics. No other information shall be placed in the permanent record.

The **temporary record** consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding any indicated report pursuant to the *Abused and Neglected Child Reporting Act*, health-related information, and accident reports. It also may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the *Rehabilitation Act of 1973*, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. 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.

The District may release directory information to the general public, including local media and military recruiters, and publish such information in a school directory, school yearbook, or similar District publications. The District has designated the following information as **directory information**: the student's name, address, telephone number, date and place of birth, major field of study, participation in school-sponsored organizations and activities membership on athletic teams, dates of attendance, and academic awards, degrees, and honors received. Directory information also includes photographs, videos, or digital images of students used for informational or news-related purposes of a student participating in a school or school-sponsored activity, organization, and athletics that have appeared in school publications However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information.

Parent(s)/guardian(s) or eligible students will be given the opportunity to object to the release of directory information prior to its release. A parent/guardian or eligible student may prohibit the release of any or all of the above-designed directory information by providing a written request to the Building Principal.

Parent(s)/guardian(s) or eligible students have the right to inspect, copy, and challenge the student's record. In addition, a student less than 18 years old may inspect or copy information in his/her permanent school record. A request to inspect or copy a student's school record shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 school days after the receipt of such a request. Parent(s)/guardian(s) may request a qualified professional to be present to interpret the student's records. Access shall not be granted the parent(s)/guardian(s) or the student to the following: confidential letters, recommendations concerning the admission to a post-secondary educational institution; application for employment. For further information, please contact your Building Principal.

Unless the District has actual notice of a court order or a notice of a *parenting plan* under the *Illinois Marriage and Dissolution of Marriage Act*, indicating otherwise: Divorced or separated parents/guardians with and without *parental responsibilities* (formerly custody) are both permitted to inspect and copy the student's school student records. The District will deny access to a student's school records only to a parent against whom an order of protection was issued if the order of protection prohibits the parent from inspecting or obtaining such records. The District shall maintain and destroy student records in accordance with Illinois and federal law. A student's permanent record is maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District. A student's temporary record is maintained for at least 5 years after the student has graduated, withdrawn, or transferred from the District. Upon graduation, transfer, or permanent withdrawal of a student from the District, the school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. Parent(s)/guardian(s), or the student if at least 18 years of age at the time of the request, may request a copy of the student's records prior to the destruction date for a copying fee.

Students in grades 10-12 or their parent(s)/guardian(s) may deny access to the student's name, address, and phone number to official military and higher education recruiting representatives by submitting a written request to the Building Principal before the end of the student's 10th grade year, or within 30 days of transfer for students who transfer into the high school after that point.

Parent(s)/guardian(s) and eligible students have 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, SW, Washington DC 20202-4605.

MEDICAID FEE FOR SERVICES

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. With the parent/guardian's written consent, the District will claim Medicaid reimbursement for services provided. These claims will have no impact on the parent/guardian's or student's ability to receive Medicaid funding either now or in the future.

EDUCATION OF CHILDREN WITH DISABILITIES (BOARD POLICY 6:120)

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* ("Section 504") are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 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, 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 the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

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

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

DISTRICT 301 HOMELESS INFORMATION

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 Illinois law.

***For more information, contact*:**

Dr. Todd Stirn, District Homeless Liaison (847) 464-6005

Kane County Homeless Liaison: Deborah Dempsey, Kane ROE McKinney/Vento Equal Chance Program (630) 444-2974

Homeless information is also available on the Illinois State Board of Education (ISBE) website: www.isbe.net/homeless. In addition, contact ISBE through the Homeless Information Hotline at 1-800-215-5379, or the email address homeless@isbe.net.

COMMUNITY RESOURCES

See **Appendix A** for a list of Community Resources.

HEALTH SERVICES

HEALTH SERVICES

A nurse is available to students throughout the school day. A student who needs to see the nurse during the day should first obtain a pass from his/her teacher unless an emergency situation exists. **If a student is not feeling well, he/she must check out in the Nurse's Office and authorization must be given before leaving the building or the absence will be considered unexcused.** When the nurse is not in the building, a student who is ill should report to the Main Office. No student will be excused from school unless a parent/guardian or designated person has been notified and appropriate transportation arranged, including if the student has his/her own car at school. Students shall not use their personal cell phones unless given permission by the nurse.

HEALTH, EYE, AND DENTAL EXAMINATIONS & IMMUNIZATION REQUIREMENTS (BOARD POLICY 7:100)

It is the responsibility of the student's parent/guardian to ensure that the required examination and immunization forms are provided to the school at the required intervals and within the required time frames. The below table provides a summary of the required intervals and further information regarding the timeframes is shown underneath the table.

For new students enrolling in the District, prior to the first day of student attendance, the student's parent/guardian must submit the District New Student Health Questionnaire to the school.

Requirements for:	ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	NEW to IL
Health Exam	X	X						X			X				X
Dental Exam		X		X				X							K, 2, 6
Eye Exam		X													X
Immunization Requirements	X	X						X			X			X	X

Health Examination & Immunizations

- The health examination form, including immunizations, must be submitted to the school by October 15 of the current school year, unless an exemption or extension applies.
- An IHSA / IESA sports physical does not fulfill this requirement. The ISBE health examination form is required.
- Parent(s)/guardian(s) must complete and sign the Health History section on page 2 of the ISBE health exam form.
- Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.
- If such proof is not provided by October 15, the student will be excluded 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.
- 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 Examinations

- Proof of the required eye examinations must be provided to the school by October 15 of the current school year.
- Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.
- Exams must be conducted by a licensed optometrist or a physician licensed to perform eye examinations (such as an ophthalmologist). Screenings conducted in school do not fulfill the requirement.

Dental Examinations

- Proof of the required dental examinations must be provided to the school by May 15 of the current school year.
- Exams must be conducted for the required grades within 18 months prior to May 15 of the school year.

Exemptions

- An exemption must be submitted by October 15 of the current school year with the required health examination/immunization form.
- Medical Exemption: If a medical reason prevents a student from receiving a health examination and/or any required immunizations, a statement from the student's physician must be submitted stating the student's medical condition and, for immunizations, providing a schedule for the administration of the immunization(s).
- If a student is determined to be protected against a disease for which immunization is required, a statement from the student's physician must be provided stating the reasons and certifying that the specific immunization is not necessary or indicated.
- Religious Exemption: A student's parent(s)/guardian(s) must submit the a completed and signed Certificate of Religious Exemption Form. The form is available on the ISBE and IDPH websites.

Dental & Eye Examination Waivers

A waiver is available for the required dental and/or eye examinations for students who show undue burden or lack of access to a dentist and/or an optometrist or physician who performs eye exams. The dental examination waiver is due by May 15 of the current school year, and the eye examination waiver is due by October 15 of the current school year. The waiver forms are available on the District's website:

http://www.burlington.k12.il.us/vnews/display.v/SEC/Departments%7CHealth%20Services%3E%3EHealth%20Requirements~~here [insert link]~~.

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Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent(s)/guardian(s) is unable to produce immunization and health records normally required for enrollment. See Board Policy 6:120.

PRIVACY PRACTICES (BOARD POLICY 7:15)

Pursuant to Illinois and federal law, school personnel cannot contact a student's physician, advanced practice nurse, physician assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school may be obtained through the Student Services Department.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE (BOARD POLICY 7:280)

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.

ILLNESS / INJURY

It is expected that injuries that occur outside of the typical school day will be cared for by parents/guardians prior to arrival at school. Notify the nurse of any injuries that need attention at school.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious illness or communicable and/or chronic infectious disease. The student's parent/guardian will be contacted by the school and expected to arrange transportation.

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. Parents/guardians should select emergency contacts who are likely to be available to pick up their child in a timely manner if they are unable to.

If a student exhibits any of the following during the school day, the student's parent/guardian will be contacted and the student must be picked up from school to go home:

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (3 or more loose stools in past 24 hours, or stools that contain blood)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness

A student should not return to school after he/she has been out of school due to an illness until there is evidence that the student is no longer contagious. This may include a release from the student's physician, absence of symptoms for over 24 hours, or documentation of treatment. These determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

EXCUSES FROM PE (BOARD POLICY 7:260)

Excuses for Medical Reasons

Students healthy enough to attend school are generally considered healthy enough to attend physical education (PE) class. Notes to excuse students from PE classes for medical reasons are to be presented to the Main Office. Office staff will notify the PE teacher of the excuse. A parent note excusing the student from physical activity can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted. Any duration of time beyond two days will require a signed statement from the student's healthcare provider. The statement from healthcare provider shall include a diagnosis, any restrictions needed, and the length of the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction.

If the student is allowed limited or modified participation, the healthcare provider's note should list specifically what activities/modifications are allowed. A modified physical activity form is available in the Nurse's Office.

Long term P.E. excuses presented within the first two weeks of a semester can be accommodated with a schedule change. Please contact the Nurse's Office and the Student Services Office.

Excuses for Religious Reasons

In addition, students may be excused from PE based on a religious prohibition. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Notes to excuse students from PE classes for religious reasons are to be presented to the Main Office. Office staff will notify the PE teacher of the excuse.

MEDICATION POLICY (BOARD POLICY 7:270)

Whenever possible, the parent/guardian should make arrangements for medication to be administered at home, before or after school hours and not at school or school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for a student to take medication during school hours or school-related activities, the student's parent/guardian must request that the school dispense the medication to the student and school district guidelines must be followed for dispensing or administering the medication. The District may reject requests for administration of medication.

No District employee shall administer to any student, or supervise a student's self-administration of, any medication until the required documentation is completed, signed, and submitted by the student's parent/guardian. No student shall possess or consume any medication on school grounds or at a school-related activity other than as provided in the District's policy and these guidelines.

1. Medication is defined as either prescription or non-prescription drugs.
2. Medication will not be given by a school employee to a student without the completion and submission of a Med-A form, and other documentation if required, signed by both the parent/guardian and the student's licensed health care provider.

3. Specific forms are required for students with asthma, diabetes, allergies, and seizures. Forms and packets can be obtained in the Main Office or Nurse's Office or on the District website. Parent(s)/guardian(s) of a student with asthma are requested to submit an Asthma Action Plan for the student. If provided, the Asthma Action Plan will be kept on file by the Nurse. The District's Asthma Emergency Response Protocol is available from the Main Office or Nurse's Office.
4. The Med-A form must be completed annually for each medication and updated upon any changes.
5. Students may not transport medication to and/or from school. It is the parent/guardian's responsibility to personally deliver the medication to school and to pick up any "left over" medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe and appropriate manner.
6. Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.
7. Medications at school will be stored in a locked cabinet in the Nurse's Office or in the school nurse's refrigerator, if required.
8. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications, etc.).
9. Medication dispensing guidelines include:
    a. Medications will be dispensed to one student at a time.
    b. The designated school employee will transfer the indicated dosage from the container to the student.
    c. The designated school employee will initial the Individual Student Med Log form at the time it is administered.

Administering Medication to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

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

Self-Carry & Self-Administration of Medication

A student may possess ("self-carry") an asthma inhaler or epinephrine auto-injector (EpiPen®) prescribed for immediate use at the student's discretion, provided the completed Med-A form and other required forms (available in the Nurse's Office and on the District's website) are signed and returned to the Nurse's Office.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

The District may authorize the provision of an epi-pen to a student authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student that meets the prescription on file.

A student's possession, distribution, or use of any medication (including non-prescription drugs) without proper authorization is in violation of the school policy relating to drug use, and the student may be subject to discipline.

Field Trip Medications

Only "daily" medications and "emergency" medications are to be sent on field trips. A Med-A form, and other documentation if required, must be on file in the Nurse's Office to ensure those medications are taken on the field trip. Medications designated "as needed" are not taken unless pre-arranged by a parent/guardian and the School Nurse.

GENERAL INFORMATION

BULLETINS AND ANNOUNCEMENTS

It is our goal to inform students of events and happenings at CHS. Therefore, announcements will be communicated to students daily. If students would like to include something in the daily announcements, it must be approved in the Main Office.

BUS TRANSPORTATION (BOARD POLICY 7:220)

Illinois law requires that the District provide transportation to and from school for all students living 1 ½ miles or more away from their school of attendance. **All students are assigned to a District bus unless they are within walking boundaries.** If a serious safety hazard exists along the walking route of students who lives less than 1½ miles from their school of attendance, the District will follow the State of Illinois guidelines.

The State of Illinois has very strict rules and regulations on the matter of school buses. The District is committed to carrying out these rules and regulations in order to provide the most efficient and safest transportation possible. The following rules are included here to ensure students and parents have an understanding of what is expected of students while entering, riding, or leaving the school bus.

Instructions to Parents

Busing information for the current school year is available on the District's website through the Busing Information link. This is a web-based program that will provide the most current busing information, such as bus time, bus stop location, and bus number.

Please complete the Student Transportation Information (STI) form ONLY if you require busing to/from an alternate location within your attending school's boundaries, if you do not require District transportation, or if you are making a change to your child's transportation. Students are allowed only one inbound bus and only one outbound bus. (Accommodations cannot be made for different buses on different days.) Please allow up to 48 hours to process any changes to your student's transportation. To verify the request has been processed, please visit the Bus Info link located at www.burlington.k12.il.us. Contact Dr. Todd Stirn with questions about transportation for foster care students.

Instructions to School Bus Riders

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. The District's Transportation Handbook, which is included in this Handbook, governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations or school rules while riding the bus may be reported to the Administration. The student may be subject disciplinary consequences. Transportation guidelines are in addition to District policies and procedures, including those outlined in this Handbook.

Safety Regulations and Guidelines

1. Students may only ride their assigned school bus.
2. Arrive at designated bus stop 5 minutes prior to your scheduled pickup time. 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.
3. Remain in your assigned seat while the bus is in motion.
4. Always be alert and listen for any instructions given by the driver.
5. Keep windows at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from making abrupt, loud noises, and/or causing any unnecessary confusion that could divert the driver's attention from safely driving the bus. Be absolutely quiet when approaching and crossing a railroad track.
7. Refrain from littering, defacing, or destroying bus property. Never tamper with the bus or any of its equipment.
8. Assist in keeping the bus safe and sanitary at all times. Eating, drinking, or gum chewing is not allowed in the bus.
9. Do not bring any animals on the bus, unless a service animal.
10. Respect the driver, fellow pupils, other riders, and yourself.
11. Do not ask the driver to stop at places other than regular assigned bus stops. The driver is not permitted to alter their route or drop students off anywhere except for designated bus stops without proper authorization from a CHS administrator.
12. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.

If necessary, students may have to sit 3 in a seat on a school bus due to the number of students riding the bus.

It is imperative that all students actively observe and support these transportation regulations and actions. The same rules and regulations apply on all bus trips, including for school sponsored trips as well as between home and school. Students who are unable to abide by the rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences depending on the severity of the action.

Students who are suspended from the bus and who do not have alternative transportation to school will be provided the opportunity to make up any missed work for full academic credit pursuant to the "Makeup Work" rules set forth in the Attendance and Truancy Policy of this Student Handbook. It is the responsibility of the student's parent to notify the school principal or other administrator that the student does not have alternative transportation to school to ensure the student receives appropriate make up work.

CAFETERIA

Central High School offers a USDA Reimbursable Value Meal and extra à la carte food items for sale to all its students. Each student may go through the line and choose from a variety of hot and cold foods. Each food item is priced individually so the student pays only for what he/she selects. The cost of the menu items in the daily Value Meal are set at a meal price. The daily Value Meal is identified as the "Daily Special." 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.

So the system can work efficiently for all students, we ask that students observe the following rules:

1. Purchase food only during their scheduled lunch time or during late start times.
2. Do not bring any drinks and/or food items through the lunch line. Move through the lunch line making selections quickly and then proceed to the cashier.
3. Pick up all lunch debris from the table and floor and empty lunch trays into trash bins and return the trays to the kitchen.
4. Put lunchroom materials appropriate for recycling in specified recycling containers.

Every student has a lunch account based on his/her Student ID Number. Money can be placed in the account by giving cash or check to the cashiers during any lunch period, or by activating an account through *www.myschoolbucks.com*. (There is a $1.95 service fee charged by myschoolbucks.com for each lunch account deposit.) All checks brought to a cashier must be credited to the student's lunch account. There is no charge for utilizing the cashier for this service. A student may not receive money back from a check given to a cashier to credit his/her lunch account. The only method by which a student may purchase lunch or à la carte food items is by scanning or entering his/her Student ID card.

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Beverages in a closed, non-breakable container and snacks will be allowed in hallways, and in classrooms with teacher approval. Open containers of food and beverage are not to be stored in lockers.

ELECTRONIC DEVICES (BOARD POLICY 6:235)

The District's electronic networks, including the Internet, are part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of all electronic devices allowed as part of the District's Bring Your Own Device ("BYOD") program and the District issued Chromebook must be consistent with District policies and procedures. Such electronic devices may be used during instructional time only for educational purposes as approved by the Administration or teacher. Personal devices may be used by students during non-instructional time, such as during passing periods, lunch, and before or after school. Students may not place or receive phone calls during school day hours (6:20am to 2:46pm).

Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, accessed via the District's electronic networks. The District's rules for behavior and communications apply when using the electronic networks. Refer to the Chromebook Handbook issued by the district.

EMERGENCY DAY - SCHOOL DISMISSAL DUE TO WEATHER

At times during the winter, severe snow conditions may make bus transportation impossible or unsafe and all schools in the District will be forced to close or have a delayed starting time. In such cases, local radio stations will be notified prior to 7:00am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). The school may also utilize School Reach via phone and/or email to notify parents.

Also, on occasion during the school day, weather conditions may become severe and it may be advisable to close school early. Since it is impossible to notify parents when this is done, it is suggested that parents arrange with their child in advance where he/she should go if any early dismissal is deemed necessary.

Many bus routes have areas where buses are required to turn around in a driveway. At these points, during times with considerable snow and drifting, it may be advisable for the bus to stay on the main route and to eliminate all points where backing is necessary. Parents are requested to give their bus driver full cooperation and to provide transportation to and from the bus in all cases where snow conditions are bad.

FUNDRAISING

All fund raising by classes and school organizations, during the school day to the student body, must have prior approval of the Athletic and Activities Director.

School classes, organizations, or clubs must complete a form requesting the following information:

- Class, Organization, or Club hosting the fund raiser
- Date and Time For Selling
- Person in Charge
- Item(s) to be sold and dollar amount

If food and beverages are being sold as a fundraiser, during the school day to the student body, the food item must meet the USDA Smart Snacks in Schools nutrition standards. The District Food Service Director will assist teachers and students in choosing healthy fundraising ideas. School classes, organizations, or clubs may sell food items that do not meet the nutritional standards for USDA Smart Snacks in Schools on certain exempted fundraising days. CHS has a maximum of 9 exempt fundraising days per school year. The District's procedures are subject to change, as are the number of exempt fundraising days set by the Illinois State Board of Education.

HALL PASSES

Students may be in the hallways during class only with a proper pass. This pass must include: student's name, date, time, destination, and teacher signature. Alternative passes may be issued by the teacher.

ID CARDS

An ID card will be given to each student and should be carried or worn by him/her throughout the school day. If a staff member asks a student for his/her ID, the student should be able to present his/her ID at that time. An ID card will be required for student admission to certain home and away co-curricular events. Students will need their Student ID in order to purchase food items.

LOCKER POLICY (BOARD POLICY 7:140)

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of the District. For the safety and security of the entire school community, school authorities may inspect and search lockers, 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 lockers or in their personal effects left there. District officials may request the assistance of law enforcement officials for purpose of searching student lockers for illegal drugs, weapons, or other illegal or dangerous substances or materials. Students should not change lockers unless authorized to do so by the Administration. Restitution costs may be assessed for defacing or damaged lockers. Students will have an assigned PE locker and lock in the PE locker room. Valuables should not be stored in PE lockers. The District may dispose of any materials left in any school locker at the end of the school year.

LOST AND FOUND
All lost and found items should be turned in at the Main Office. The District may dispose of any items left in the lost and found at the end of the school year.

SALE OF OBJECTS
No objects or materials of any kind may be sold on school property without authorization of the Administration.

SCHOOL SAFETY
The safety of our students and staff is our first priority at CHS. During school hours (6:20am to 7:00am and 7:25am to 2:46pm) all exterior doors are kept locked and access to the building will be limited. Students are not to open any door to permit entry for anyone with whom they are not familiar and are not to permit anyone from the outside to enter the building. Additionally, the propping or opening doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Failure to abide by this policy may result in disciplinary consequences.

SAFETY DRILLS
Periodically during the school year, safety drills will be held as required by Illinois law. When the alarm is sounded, students and teachers should proceed immediately according to appropriate procedures. Procedures for safety drills and school emergency and crisis response plans are posted in all classrooms.

SEARCH OF VEHICLES (BOARD POLICY 7:140)
School authorities may inspect and search vehicles parked on school property, as well as personal effects therein, without notice, without suspicion of wrongdoing, or the consent of the student. The area of search may include the passenger compartment, engine compartment, trunk, the undercarriage and all containers (locked or unlocked) or personal effects left in the vehicle. Students have no reasonable expectation of privacy in their vehicles when parked on school property or in their personal effects left therein.

STUDENT PARKING PERMITS & DRIVING REGULATIONS
To be eligible for a parking permit, students must hold and maintain a valid Illinois Driver's License and meet the GPA requirements set forth below.

Grade Level	GPA Needed to Apply & Maintain Parking Permit
11th Graders	2.2 Cumulative Grade Point
12th Graders	2.0 Cumulative Grade Point

Any student who falls below the GPA needed to maintain his/her parking permit may lose his/her parking permit.

If granted a parking spot, students must park in their assigned, numbered spot for the remaining school year. Parking Permits must be displayed from the inside rear view mirror. Parking permits cannot be shared among students (except siblings when both qualify for a parking permit). Students must request permission from the Main Office to return to their vehicle during the school day.

Students who are not issued a regular parking permit may be issued a temporary parking permit by the Administration when a family emergency or unusual circumstance exists. The

parent/guardian of the student will need to contact Administration and receive approval before the student drives to school.

Student parking at Central High School is considered a privilege and with parking privileges come certain responsibilities that must be assumed by the student. A student is expected to practice safe driving at all times. Students are expected to be on time to class. Therefore, if a student fails to drive safely, shows patterns of tardiness and/or is otherwise unable to demonstrate mature and responsible behavior at school, on school grounds, or at school activities or events, the student may face disciplinary consequences in addition to the loss of parking privileges. Parking permits can be revoked at any time by the Administration.

STUDENT DRESS (BOARD POLICY 7:160)

1. Students are expected to be appropriately dressed for school and wear clothing that will not disrupt the educational process, constitute a health or safety hazard or violate civil law.
    a. Coats, gloves, hats, caps, bandannas, handkerchiefs, and other head coverings, as well as dark glasses, should not be worn during school hours and should be left in the student's locker or backpack.
    b. Clothing imprinted with profanity, obscenity, and/or the display of words, pictures, or symbols associated with alcohol, drugs, tobacco, sex, weapons, or violence are prohibited.
    c. Shoes must be worn at all times.
    d. The entire middle of the body must be covered; sides as well as front and back, and underwear must not be visible at any time**.** Any combination of tank tops with any width of strap may be worn but must still cover the sides, front, and back of the body as well as undergarments in accordance with the principles of good taste. Shorts and skirts may be worn but the bottom edge must be below the fingertips when standing.
    e. Chains are not to be brought to school. This includes chains on wallets, choker chains, etc.
    f. Pants/jeans/dresses/skirts cannot have holes, rips, or see through material above the fingertips when standing.

    Any student not in accordance with the above-mentioned dress expectations during school hours (6:20am to 2:46pm) may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. If appropriate clothing is not available, the high school will lend the student a uniform from the physical education department.
2. Students may carry a bag or purse as long as it does not disrupt the learning environment or pose a safety threat.
3. PE uniforms may NOT be altered in any way (for example, cut-off sleeves or shortening of shorts).
~~3.~~4. Students are allowed to wear costumes on days approved by administration. Students that need to wear a costume for an activity in class, are expected to remove the costume when the class is over.

TELEPHONES

In case of emergency, students will be allowed to use the office telephones. If needed, a message can be delivered to students at the end of the school day.

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VISITORS

CHS has a responsibility to maintain a learning environment that is safe. All visitors must initially report to the Main Office upon entering the school. Any person wishing to confer with a staff member should contact the staff member ahead of time to schedule an appointment.

- All visitors must:
- Sign in and out.
- Wear a visitor name tag.
- Provide a reason for their visit.

Note: During school hours (6:20am – 2:46pm) access to the building will be limited. Students are not permitted to allow anyone from the outside to enter the building. Former CHS students will not be permitted to visit teachers during school hours, unless prior permission has been granted.

ATTENDANCE AND TRUANCY POLICY

Our attendance policy is based upon the firm belief that students are most successful when they are present in class and in school:

1. In accordance with Illinois compulsory attendance requirements, it is the District's policy that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attribute of regular attendance, punctuality, and participation.

2. Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Parents/guardians are to follow proper procedures to inform the school when their child is absent and to provide a reason for the absences.

ATTENDANCE PROCEDURES

Steps to Follow When Absent From School

It is the parent/guardian's responsibility to call the attendance clerk and give the reason for the absence. The parent/guardian is requested to call **prior to 7:25am** the day of the absence. The attendance clerk's phone number is 224-990-7101.

Parents/guardians who cannot call must write a note explaining the reason for the absence. The note should be written by the parent in its entirety and signed.

Refer to the Categories of Absences to determine if the absence is excused or unexcused. If there is a question about the type of absence contact the Dean of Students.

Leaving School Early

Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the Attendance Office before leaving school. The note must be written by the parent in its entirety. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature.

If a student is ill during the day, the student must check out in the Nurse's Office before leaving the building. Students should not arrange for parents/guardians to pick them up, or to leave school using their own car, without first having been seen by the Nurse. When the Nurse is not in the building, a student who is ill should report to the Main Office.

Working Student (Co-Op): Students who leave school early to participate in the work program should leave the building after their last academic class, unless given prior permission from Administration. All students participating in the Co-Op program are required to check out in the Attendance office prior to leaving the school. Attendance issues related to this program will be addressed on an individual basis.

Tech Prep or Middle College: Students who leave school early to participate in the work program should leave the building after their last academic class, unless given prior permission from Administration. All students participating in the Tech Prep or Middle College programs are required to check out in the Attendance office prior to leaving the school. Attendance issues related to this program will be addressed on an individual basis.

Fox Valley Career Center Students: Students enrolled in classes through the Fox Valley Career Center are responsible for attending those classes and are expected to attend class daily. All students participating in the Fox Valley Career Center program shall sign in upon arrival to Central High School in the Attendance Office. Attendance issues related to this program will be addressed on an individual basis.

ABSENCES (BOARD POLICY 7:70)

Three Categories of Absences

1. Excused absences
2. Unexcused absences
3. Truant absences (after the 9th unexcused absence)

Excused Absence

Central High School will recognize an excused absence as:

1. A student's personal illness;
2. A death in the immediate family;
3. A family emergency;
4. Observance of a religious holiday;
5. Medical appointment*;
6. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health;
7. Other situations beyond the control of the student (e.g., court appearances);
8. Other reasons approved by the Superintendent or designee.

*A note from the student's doctor is required to excuse absence for a medical appointment.

A physician's note may be required to excuse a student and/or for returning to school after the third consecutive day of being reported ill. If medical documentation is not provided, the absence may be marked "unexcused."

Students who have excessive amount of absences due to being sick may be required to provide a doctor's note to excuse the absences.

School work missed because of excused absences must be made up in accordance with the Make Up Work section below.

College and Vocational Visits, and Military Exams

Central High School recognizes the importance of college visitations, job interviews, and military exams. Upperclassmen may be excused two school days perfor college visitation, job interviews, or military exams for up to three college visits during a school year. Whenever possible, these

visits should be scheduled during non-school time; however, in the event they cannot be, students must complete the following:

- Students and parents are responsible for completing the "College and Vocational Visit, or Military Exams" Form prior to the absence. The form must be signed and completed by all of the student's teachers.
- Students are required to submit, on college/university /business/military letterhead, documentation of their visit for the absence to be considered excused.
- School work missed because of a college visit, job interview, or military exam must be made up in accordance with the Make Up Work section below.

Unexcused Absence

An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not. The following are unexcused absences (even with parental/guardian consent):

1. Working
2. Missing the bus
3. Car not starting
4. Cutting class
5. Vacations/going out of town
6. Needed at home
7. Other avoidable absences

School work missed because of unexcused absences must be made up in accordance with the Make Up Work section below.

Truant Absences

Truancy is defined as absence without valid cause for one or more periods of the student's school day. A truant absence is an unexcused absence. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent-teacher/administrator conferences, student counseling, and/or involvement of the Kane County Truancy officers and/ or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

~~**Vacation Absences**~~

~~Because the District believes in the importance of students being present in their academic classes during the school year, absences due to family vacations, are unexcused. The District strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask their teachers to~~

~~provide advance assignments. However, it is up to the individual teacher to determine whether he/she can honor the request. School work missed because of unexcused absences must be made up in accordance with the Make Up Work section below.~~

Class Cut

A class cut is defined as an absence from part (15 minutes or more) or an entire class period, without permission from the student's parent/guardian or approval of school officials. A class cut is an unexcused absence and may result in disciplinary consequences.

Students who arrive after 7:55am and do not have an excused absence will be marked unexcused for ~~1st period~~the periods missed. This is considered a class cut for which the student may receive disciplinary consequences.

Tardiness

Students are expected to be in class on time, so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardies. Students may be considered tardy if they arrive after the bell has rung. Students who arrive between 7:25am and 7:55am will be marked tardy to 1st period. On the 4th tardy to school per semester, students may receive disciplinary consequences for excessive tardies.

MAKE UP WORK

Students who are absent from school will be allowed to make up work for equivalent academic credit. The time allowed to makeup work will generally be one school day for every school day missed, starting with the first day the student returns to school. In extenuating circumstances a student may ask his/her teacher, school counselor, or the principal for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

The makeup rule applicable for students who are receiving home or hospital instruction is set forth in the Student Services of this Handbook under the heading Home and Hospital Instruction.

ACADEMICS

If students and/or parents/guardians have questions related to the policies or procedures of the instructional process at CHS, the student and/or parent/guardian should first contact the assigned classroom teacher. Many times this communication clarifies the situation. The second step is to arrange a conference with the student's counselor. A list of counselor assignments is included in the Student Services section of this Handbook. If, after such a conference, there is a need to talk to the Administration, please contact the Main Office.

GRADING

Parents and students are encouraged to monitor student progress throughout the semester by logging on to Skyward. All grades are available and viewable in the Skyward However, final semester grades are the only grades that will appear on a student's permanent record and transcript.

CHS Grading Policy: Grading practices at CHS will be consistent within each department by course. For example, all students enrolled in U.S. History will be assessed using the same grade categories and weights regardless of instructor.

1. Continuous Semester Method: Teachers will determine semester grades on the basis of grades earned on course work for the entire semester. Quarter grades are not final grades that will be used for averaging; but, rather, they are mid-semester grade reports to students and parents. Quarter 2 and Quarter 4 grades reflect final grades for the semester, in conjunction with the final semester exam. Final grades can be found via your student's Skyward Portfolio.

2. At the beginning of each course, each teacher will review the grading policy to inform the students in his/her class of the grading policy and its implementation within the course. With Administrative approval, teachers may incorporate an attendance requirement into their grading policy.

Student work will be evaluated using the following letter grades:

A – Superior

B – Excellent

C – Average

D – Below average

F – Fails to meet required standards

P – Pass

W – Withdrawn (no credit and no grade)

*A teacher may issue an incomplete grade to a student who has experienced prolonged periods of absence during the grading period. All incompletes must generally be cleared within two weeks of the end of the semester. At the conclusion of the two week extension, teachers will calculate the student's grade with a score of zero entered for any assignments/assessments not completed. The resulting grade will be recorded in place of the incomplete. (If extenuating circumstances exist, the Principal or designee may exercise discretion in extending the two week deadline.)

WEIGHTED GRADES

1. **Advanced Placement (AP):** AP courses approved by the College Board will be given weighted credit. Additionally, honors courses designated in the course catalogue will be given weighted credit based on at least five of the seven characteristics listed below:
    a. The course includes college level content or syllabus.
    b. The quality of learning activities, projects, and assignments in the course is significantly more than in other courses.
    c. The ideas and concepts studied in the course are significantly more complex than in other courses.
    d. The pace is accelerated in comparison to standard courses.
    e. The course includes assessments in the areas of analysis, synthesis, and evaluation.
    f. The time required outside of regular class period is significantly more than in other classes.
    g. The course completes the sequence of classes/programs.

Grade	Unweighted Courses	Weighted Courses
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

2. **Transfer Credits:** Transfer students will receive weighted credit only for the courses that are given additional weight at Central High School. The weight given to each transfer grade will be the same as the weight given to courses at Central High School.

GPA / CLASS RANK

CHS will track both weighted and un-weighted grade point averages and class ranks.

A student's grade point average (GPA) is calculated by dividing the total quality points earned by the number of credits attempted. Letter grades with "+" and "-"are recorded on quarter grade reports to provide additional information to students and parents/guardians; however, the letter grade with a "+" or "-" will not appear on transcripts. Quality points are not affected by a "+" or "-" to letter grades.

Class rank shall be based upon GPA computed to three decimal places. All course grades, except Pass/Fail courses, will be used to calculate each student's GPA. Only end of course semester grades will be used to compute GPA and class rank. Freshmen class rank will be computed at the end of freshmen year, not at the end of first semester.

Requesting Transcripts: For college applications, transcripts must be requested through Naviance and will be sent by the Registrar.

REPEATING COURSES

1. The course must be labeled as a "repeatable course" in the course catalogue.
2. The course must be repeated prior to the student taking any course for which it is a prerequisite.

SEMESTER EXAMS

1. All students must take final exams on the designated date and time established by the school unless an Alternate Exam Form has been completed and approved by Administration.
2. Students are expected to be in attendance for the entire length of their final exam time.
3. A senior may be exempt from a second semester final exam if he/she:
    a. Has at least a B average for the second semester in the specific class.
    b. Has had no Saturday Schools, Alternative Learning Environment placements, or Out of School Suspensions during the second semester.
    c. Has missed no more than four unexcused absences ~~days of school~~ during the second semester, not including approved college or vocational visits or military exams.

GRADUATION REQUIREMENTS

Graduation from Central High School is dependent upon completion of required courses and accumulation of credits. To be considered eligible for graduation, a student must have completed a minimum of the credits listed below, unless exempted, as determined by year of graduation.

Minimum Credits

4.0	English	1.0	Elective (art, music, foreign language, or vocational education)
3.0	Math	0.5	Health
3.0	Science	0.5	Consumer Education
2.0	Social Sciences		
3.5	PE (unless on a waiver)		

In addition, students must successfully complete/pass the following in order to graduate:

1. All district graduation requirements that are in addition to the State requirements.
2. All courses as provided in School Code, 105 ILCS 5/27-22
3. All minimum requirements for graduation as specified by Illinois State Board of Education rule.

Credits required by year of graduation:

- Class of 2018 - 27 credits
- Class of 2019 - 26 credits
- Class of 2020 and beyond - 25 credits

Counselors will review credits of students in Fox Valley Career Courses and Transfer students. The number of credits required for graduation may be adjusted if necessary.

PARTICIPATION IN THE GRADUATION CEREMONY POLICY

Participation in the graduation ceremony and other senior-related activities is a privilege. Seniors who demonstrate inappropriate behavior and conduct, or exhibit poor attendance may be denied the privilege of participating in graduation ceremonies and other senior related activities.

All requirements for graduation must be completed prior to graduation. If a student does not (1) complete all requirements prior to graduation, (2) attend the graduation practice, and (3) follow the dress code guidelines for the graduation ceremony, the student may not be able to participate in the graduation ceremony.

EARLY GRADUATION (BOARD POLICY 6:300)

1. Students must complete 7 semesters of high school.
2. A request for early graduation must be approved by the student's parents/guardians and Administration.
3. Students requesting early graduation must have the Early Graduation form completed and turned in to their assigned counselor by October 1 of their Senior Year.
4. All correspondence work must be completed and final grades must be reported to the school by December 1. If coursework is not completed by that date, the student will be ineligible for early graduation.
5. All school fines, fees, and materials must be paid and returned by the student's last day of school.
6. The student must have met all graduation requirements of Central High School and District requirements for early graduation.
7. As an early graduate of Central High School, the student relinquishes student privileges and assumes adult privileges. Early graduates may be invited to attend Prom, senior breakfast, and other such senior activities that might be scheduled.
8. Seniors graduating early will be permitted to participate in graduation events, provided they are in accordance with the District's graduation policy.

CORRESPONDENCE / ONLINE CLASSES

A student seeking graduation from Central High School may submit to the school a certificate of successful completion of an appropriate correspondence or online course as two Carnegie Units of credit toward graduation according the following conditions:

1. Courses must have prior approval of the school counselor and Assistant Principal of College and Career Readiness.
2. A student enrolled in any correspondence or online course may receive high school credit for work completed provided:
    a. The course is offered by an institution accredited by the North Central Association of Colleges and Secondary Schools, NCATE, or the equivalent approved by the Superintendent or designee.
    b. The student assumes responsibility for all fees, including tuition, textbooks, and other fees.
3. Grades earned in approved courses will count toward a student's grade point average, class rank, and eligibility for athletic and co-curricular activities.

~~3.~~

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COURSE SELECTION AND SCHEDULE CHANGES

1. Students will be permitted to make changes to their schedule for the following school year until five (5) days after the last day of the student attendance of the current school year. Students should contact their counselor by phone or e-mail to request such changes.
2. Unless a schedule change is necessary because a student either failed a course, or a student needs a course in a particular area to graduate, all other requests to change a student's schedule after five (5) days after the last day of the student attendance of the current school year will require approval by the student's counselor and Administration.
3. Students may access a copy of their schedule during the summer by using Skyward.

SCHOLASTIC AWARDS

1. A valedictorian award is given each year to the graduate who has maintained the highest cumulative weighted grade point average upon his/her completion of high school. To qualify for this valedictorian award, a student must have been in attendance at Central High School for two years or more.
2. A salutatorian award is given each year to the graduate with the second highest cumulative weighted grade point average. To qualify for this salutatorian award, a student must have been in attendance at Central High School for two years or more. In the event there is more than one valedictorian, no salutatorian will be named.
3. Students will graduate with honors if they have earned at least a 3.40 G.P.A., but less than a 3.75 G.P.A. for their high school work. Students will graduate with high honors if they have earned at least a 3.75 G.P.A. for their high school work.
4. Perfect attendance for each year will also be recognized at the end of each school year.

DRIVER'S EDUCATION

Classroom and behind-the-wheel driver training is offered to students at the high school level. To enroll in Driver Education, the student must have earned a cumulative GPA of at least a 2.0 or a 2.0 GPA or higher in the previous semester. Students may enroll in Driver's Education during their senior year, regardless of their GPA provided they have passed at least 8 courses during the two semesters immediately preceding enrollment. The student also must pay the applicable Driver Education fee. This course is offered in cooperation with the State of Illinois Driver's Education Program. Policies for the two areas of driver education instruction are as follows:

1. Classroom Instruction
    a. Classroom instruction shall be open to all students who reach their 15th birthday on or before the first day of classroom instruction.
    b. Students will be enrolled in Driver Education according to their age in relation to others eligible to be enrolled. Students who are 16 years old during or shortly before 1st semester will be enrolled during the first semester.
    c. 30 hours of classroom instruction is required by law to pass.

2. Behind-the-Wheel
    a. No student may begin behind-the-wheel driving until he/she has been enrolled and started in the classroom portion of the program.
    b. Six (6) hours of behind-the-wheel experience is required by law.

Students who complete the classroom instruction and whose 16th birthday is after December 1 the following school year will not be enrolled for behind-the-wheel driving until the first semester the following school year.

Due to the classroom and behind-the-wheel hour requirements for passing Driver Education, student attendance is important and students are expected to be present and be on time. An unexcused absence may result in disciplinary consequences, up to and including receiving an automatic fail.

In the event a student fails the Driver Education classroom or behind-the-wheel portion(s), the student will need to re-enroll and pay the Driver Education fee again.

DISCIPLINE

PHILOSOPHY OF DISCIPLINE

It is the sincere desire of the District that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of CHS to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults at Central High School are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

Disciplinary consequences and interventions will be made to ensure that all students receive a high quality education in a positive, non-threatening environment and assist with the development of productive members of society. Students, parents, administrators, faculty, and staff will cooperate in the creation of the discipline policy, its periodic review, and its fair and consistent enforcement.

STUDENT BEHAVIOR POLICY (BOARD POLICY 7:190)

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:

    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, 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. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

    g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

    h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to

attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

   CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used during passing periods, lunch, before or after school, or in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.

7. Using or possessing a laser pointer or cell phone flashlight 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 District 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 hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), 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. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

12. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

13. Causing or attempting to cause damage to, or 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 (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

18. Being involved in gangs or gang-related 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. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

22. 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.

Additional Examples of Prohibited Misconduct and Gross Disobedience

Additional examples of prohibited misconduct and gross disobedience include but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; transportation violation; the inappropriate use of the district's network or district's devices.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student

locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

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

Disciplinary Measures

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

1. Verbal Warning.
2. Detentions.
3. Notifying parent(s)/guardian(s).
7. Disciplinary conference.
8. Withholding of privileges / removal of privileges.
9. Temporary removal from the classroom.
10. Return of property or restitution for lost, stolen, or damaged property.
11. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
12. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
13. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

14. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

15. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

16. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

17. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities.

18. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.

19. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. 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

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the *Firearm Owners Identification Card Act* (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the

prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

MISCONDUCT BY STUDENTS WITH DISABILITIES (BOARD POLICY 7:230)

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for students with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

ADDITIONAL DEFINITIONS

Detentions

A detention is a period of time to be made up before school, after school, or during lunch. A detention may be assigned by school staff or an administrator.

Alternative Learning Environment

Administrators may temporarily assign a student to an alternative learning environment on school grounds as a consequence for gross disobedience or misconduct. During this time, students are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the Administration. Students will be provided an opportunity to complete their academic work or given an alternative assignment for equivalent academic credit.

Saturday School

Saturday School will be held periodically throughout the school year to serve as a disciplinary consequence for a student's gross disobedience or misconduct. Saturday school half sessions run from 8:00 am to 10:00 am, and full sessions run from 8:00 am to 12:00 pm. Students who fail to attend, arrive late, or are removed from Saturday School due to gross disobedience or misconduct will be considered to have missed the session and may be subject to further disciplinary consequences.

SCHOOL/COMMUNITY SERVICE PROGRAM

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the Administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community.

OUT OF SCHOOL SUSPENSION (BOARD POLICY 7:200)

An out-of-school suspension is a temporary exclusion from school due to a student's gross disobedience or misconduct. School officials may impose out-of-school suspensions of one (1) to ten (10) school days. Longer suspensions may be imposed by the Board of Education. The District's suspension procedures are set forth in Board Policy 7:200.

When a student is suspended from school, he/she may not participate in or attend any District activity or event and is prohibited from being on District property.

A suspended student will have an opportunity to make up any missed work for equivalent academic credit. The work missed during the student's absence due to a suspension from school must generally be made up within a period of school days equal to the number of days missed due to being suspended.

Students who are suspended from school for five (5) or more school days will be informed of what, if any, appropriate and available support services will be provided to the student during the his/her suspension from school. These services may include, but are not limited to: a mentor program, social work, tutoring, etc.

A re-engagement meeting between the student, family, and school staff and administrators may be held upon a student's return to school from any period of suspension. The purpose of the meeting is to assist the student in the transition back to school.

EXPULSION BY THE BOARD OF EDUCATION (BOARD POLICY 7:210)

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) of the student have been provided a written request to appear at a hearing before the Board or with a hearing officer appointed by it. The District's expulsion procedures are set forth in Board Policy 7:210.

A student who has been expelled from school may not participate in or attend any District activity or event and is prohibited from being on District property during the period of the expulsion.

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into District.

STUDENT SEARCH & SEIZURE (BOARD POLICY 7:140)

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

School Property and Equipment as well as Personal Effects Left There 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 Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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

BULLYING POLICY (BOARD POLICY 7:180)

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

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

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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' 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.

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

by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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.

   Complaint Manager:

   Esther Mongan, Assistant Superintendent for Teaching and Learning, Grades K-12
   CCUSD 301, 275 South St., P.O. Box 396, Burlington, IL 60109
   esther.mongan@central301.net
   847-464-6005

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, 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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation

    The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
    b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
    d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
    f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

ATHLETICS & ACTIVITIES

GENERAL INFORMATION REGARDING SCHOOL EVENTS

Attendance at Events

1. Students will not be re-admitted to school events, including but not limited to school dances and athletic events, if they exit the building or designated area without the permission of a staff member.

2. **CHS Dances**
    a. No student will be admitted more than 1 hour after a CHS dance begins. Exceptions will be made for extenuating circumstances as determined by the Administration.

    b. CHS students are not permitted to invite non-CHS students to a CHS dance unless the guest is approved by the Administration prior to the student purchasing a ticket to the dance. To request approval, the CHS student must complete the Guess Pass form.

    c. Students who are in middle school are not allowed to attend CHS dances. Conversely, CHS students are not allowed to attend dances at the District's middle schools.

    d. No persons over the age of 20 are permitted to attend CHS dances.

3. Students may be prohibited from attending or participating in a school event for violating any policies and procedures of CHS and as established by the Board of Education.

Fundamentals of "Good Sportsmanship"

The Board of Education recognizes the importance of emphasizing "good sportsmanship" in all aspects of District-related activities. With this in mind, the following fundamentals of good sportsmanship are expected of all attendees before, during, and after school events, including but not limited to all students, staff members, coaches/sponsors, parents/guardians, and any other visitors:

1. Develop an understanding and appreciation for the rules of the event/contest.
2. Exercise positive behavior at all times.
3. Recognize and appreciate skilled performances regardless of affiliation.
4. Exhibit respect for all spectators, participants, coaches/sponsors, and officials.
5. Openly display respect for the opponents at all times.

Unacceptable behavior includes that which is disrespectful to others or disruptive to the event, including but not limited to the following types of conduct:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;

3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectible, regardless of when and/or where the use occurred;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Use or possess medical cannabis;
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Concerns regarding good sportsmanship should be reported to the Athletic & Activities Director or other designated administrator present at the school event.

An individual who engages in any of the above-listed types of conduct, or any other conduct deemed to be in violation of the "good sportsmanship" expectation or in violation of school rules or Board Policy, may be immediately removed from the event and subject to additional consequences. Students may be subject to disciplinary consequences consistent with the policies and procedures of CHS and as established by the Board of Education. Visitors may be denied admission to future school events consistent with Board Policy 8:30, *Visitors to and Conduct on School Property*.

ATHLETICS, EXTRA-CURRICULAR, AND CO-CURRICULAR ACTIVITIES

More information regarding CHS athletics, extra-curricular, and co-curricular activities is available on the District's website

http://www.burlington.k12.il.us/vnews/display.v/SEC/Central%20High%20School%7CAthletics%20-%20CHS

there *[insert link]*, the CHS Rocket website at http://il.8to18.com/bchs, and in the CHS Code of Conduct.

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CONCUSSIONS

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see Board Policy 7:305 for the District's concussion policy. The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available at http://il.8to18.com/bchs.

Please contact the Athletic & Activities Director or school nurse with any questions regarding concussions or the District's concussion management program.

APPENDIX A - COMMUNITY RESOURCES

Alcohol and Drug Abuse Counseling

Renz Addiction Center	2 American Way Elgin, IL	(847) 742-3545 ext. 1
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000
Linden Oaks Hospital	801 S. Washington Naperville, IL	(630) 305-5500
Rosecrance	1021 N. Mulford Road Rockford, IL	(800) 383-5351
F.A.I.R.	2010 E. Algonquin Road Schaumburg, IL	(847) 356-5192
Breaking Free	250 W. Downer Place Aurora, IL	(630) 355-2585

Behavioral Health Hospitals

Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(800) 432-5005
Linden Oaks Hospital at Edwards	801 S. Washington Naperville, IL	(630) 305-5500
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000

Suicide Assessment Resources

All of the above Behavioral Health Hospitals complete suicide assessments and have resources available.

TriCity Family Services	1120 Randall Court	(630) 232-1073

	Geneva, IL	
24-hour Hotline Numbers	Depression Hotline National Crisis Lines	(630) 482-9696 (800) 784-2433 (800) 273-8255
Suicide Prevention Services	528 S. Batavia Ave (Rte. 31) Batavia, IL	(630) 482-9699

Community Contact

Elgin Police (non-emergency)	151 Douglas Ave. Elgin, IL 60120	(847) 289-2700
St. Charles (non-emergency)	211 North Riverside Avenue St. Charles, IL 60174	(630) 377-4435
Kane County (non-emergency)	37W755 IL Rt 38 St Charles IL 60175	(630) 232-6840
Kane County Sheriff's Tip Line	Text KANE and your message to 847411 (tip411)	
Crisis Text Line	Text 741-741 with your message	

Outpatient Therapists

Dr. David Goodman & Associates	405 Illinois Ave, Ste, 2C St. Charles, Il 60174	(630) 377-3535
The Prairie Clinic	1541 East Fabyan Pkwy. Suite 121 Geneva,IL 60134	(630) 845-9644
Counseling and Diagnostic Center of Woodfield, Ltd.	1325 Wiley Road Suite 165 Schaumburg, IL 60173	(847) 884-0210
Leahy and Associates	475 Dunham Rd. Suite G St. Charles, IL 60174	(630) 849-3711
Village counseling Center	460 Briargate Dr. Suite 700 South Elgin, IL 60123	(847) 488-1999
Dr. Karen Lynn Falk, Psy.D. Clinical Psychology	1595 Weld Rd. Suite 5 Elgin, IL 60123	(847) 269-2350
Centennial Counseling Services (Cedar Crossings Building)	1120E Main Street Suite 201 St. Charles, IL	(630) 377-6613

Clear Waters Counseling Services	1497 N Lafox (Rte. 31) South Elgin, IL 60177	(847) 903-1156
Christine Hibbard – Counseling	1121 East Main Street Suite 320 St. Charles, IL	(630) 584-0642
Center of Traumatic Stress	1220 Hobson Road Suite 232 Naperville, IL	(630) 637-4002
Counseling Associates Professional LTD	870 E Higgins Suite 138 Schaumburg, IL 60173	(630) 945-6000
Williams and Associates	895 Geneva Road St. Charles, IL 60174	(630) 377-5105
Creekwood Associates	240 S 5th Avenue, Suite A St. Charles, IL 60174	(630) 377-1414
Living Rite	2401 W US Highway 20 Suite 205 Pingree Grove, IL 60140	(815) 758-8400
Genesis Clinical Services	1725 South Naperville Road suite 206 Wheaton, IL 60187	630-653-6441
Intermission Therapies	22 Crissey Ave Suite 200 Geneva, IL 60134	630-232-7770
Legacy Clinical Consultants	321 Hamilton Street, Suite E Geneva, IL 60134	630-527-1664
McKane and Associates	1121 E Main Street #210 St. Charles, IL 60174	630-377-7226
Peter Temple and Associates	12 West Wilson Street Batavia, IL 60510	630-879-1026
Riverview Counseling Services	111 E Main St. Saint Charles, IL 60174	(630) 587-3777
TriCity Family Services	1120 Randall Court Geneva, IL 60134	630-232-1070
Plum Tree Child and Adolescent Psychology	240 S. Fifth Avenue, Suite B, St Charles, IL 60174	(630) 549-6245

Facilities for Psychological Evaluation

TriCity Family Services *takes Medicaid & a variety of insurance plans*	1120 Randall Court Geneva, IL	630-232-1070

Cadence Behavioral Health (Northwestern Medicine) - St Charles *appointment required, takes Medicaid*	964 N 5th Ave St Charles, IL	630-933-4000
Cadence Behavioral Health (Northwestern Medicine) - Winfield *appointment required, takes Medicaid*	27W350 High Lake Rd Winfield, IL	630-933-4000
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd Hoffman Estates, IL	800-432-5005
Streamwood Behavioral Health	1400 East Irving Park Rd Streamwood, IL	630-837-9000
Emergency Room: Presence St Joseph Hospital	77 N Airlite St Elgin IL	847-695-3200
Emergency Room: Advocate Sherman Hospital	1425 N Randall Rd Elgin IL	847-742-9800
CARES Hotline		800-345-9049
Family Service Association of Greater Elgin Area	1140 N McLean Blvd Suite 1 Elgin IL	847-695-3680

Community Agencies

Heartland Counseling	40W131 Campton Crossings Dr St. Charles, Il 60175	(630) 443-9100
Kairos Family Center, Inc	240 Standish St. Elgin, IL 60123	(847) 742-5717
Lutheran Social Services – Elgin	675 Varsity Dr. Elgin, IL	(847) 741-2600
Family Service Association of Greater Elgin Area	22 Spring St. Elgin, IL	(847) 695-3680
TriCity Family Services – Association of Counselors	1120 Randall Ct. Geneva, IL 60134	(630) 232-1070
Echer Center	1845 Grandstand Pl. Elgin, IL	(847) 695-0484
DCFS – Elgin Office	595 State Street Elgin, IL	(847) 888-7620

Easter Seals	799 S McLean Blvd. Elgin, IL	(847) 742-3264
Youth Services (Elgin Police Department)	151 Douglas Ave. Elgin, IL 60120	(847) 289-2625
Little Friends, Inc	140 N Wright St. Naperville, IL 60540	(630) 355-6533

Crisis Centers/ Hotline Numbers/ Emergency

Abuse

Domestic Violence, Sexual Assault, Women's Shelter	Elgin, IL 60120	(847) 697-2380
DCFS	http://www.state.il.us/dcfs/index.shtml	(800) 25-ABUSE

Suicide

National Suicide Prevention Hotline		(800) 273-8255
Suicide Prevention Services	Batavia, IL	(630) 482-9699
National Runaway Switchboard	3080 N Lincoln Ave. Chicago, IL 60657	(800) RUNAWAY
S.A.S.S. HotLine		(800) 345-9049
Crisis Line of Fox Valley	Aurora, IL	(630) 906-0516
Trevor Project	crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24.	866-488-7386

Rape/SA/DV

Mutual Ground, Inc. – Domestic Violence	Aurora, IL	(630) 897-0080
Mutual Ground, Inc. – Sexual Assault	Aurora, IL	(630) 897-8383

Housing

Lazarus House	214 Walnut St. St. Charles, IL 60174	(630) 587-2144
Community Crisis Center	37 S Geneva St. Elgin, IL	(847) 697*2380
PADS of Elgin	1730 Berkley St. Elgin, IL 60123	(847) 608-9744
WIC Center	620 Wing St. Elgin, IL 60123-2088	(630) 741-1176

Drugs/Addiction

Renz Addiction and Counseling Center	American Way #C Elgin, Il 60120	(847) 742-3545
BHS Center of Lutheran Social Services of Illinois	675 Varsity Dr. Elgin, IL 60120	(847) 741-2600
New Hope Recovery Center	3098 Hamilton St. Geneva, IL 60134	(630) 402-0144
DUI and Addiction Counseling	2210 Dean St. St. Charles, IL 60175-1066	(630) 443-2241
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000
Linden Oaks Hospital	801 S. Washington Naperville, IL	(630) 305-5500
Rosecrance	1021 N. Mulford Road Rockford, IL	(800) 383-5351
F.A.I.R.	2010 E. Algonquin Road Schaumburg, IL	(847) 356-5192
Breaking Free	250 W. Downer Place Aurora, IL	(630) 355-2585

Death/ Loss of Loved one

Rainbows	http://www.rainbows.org/programs.asp	(630) 361-9904

Willow Creek Community Church	South Barrington	(224) 512-1502
Provena St. Joseph Hospital – "Herbie's Friends"		(630) 232-2233
Streamwood Behavioral Healthcare	1400 E Irving Park Rd. Streamwood, IL 60107	(630) 837-9000

Daycare

See-Saw in Burlington	275 South Ave. Burlington, IL 60109	(847) 683-8687
Little Saints Preschool	43W301 Plank Rd Hampshire, IL 60140	(847) 464-5134
YWCA Elgin – After School Care	220 E Chicago St. Elgin, IL 60120	(847) 724-7930
Elgin Park District	100 Symphony Way Elgin, IL 60123	(847) 531-3037
Learning Tree	2325 Royal Blvd. Elgin, IL 60123	(847) 888-4220
KinderCare	2485 South St. Elgin, IL 60124	(847) 888-4288
WIC Program	620 Wing St. Elgin, IL 60123-2800	(847) 741-1176

Transportation

A #1 Cab Service 24 Hours		(847) 8883990
Pace Suburban Bus	100 W Chicago St. Elgin, IL	(847) 931-6750
001 Choice Cab Inc.	P.O. Box 324 Geneva, IL 60134	(630) 377-7067
A #1 Cab – St. Charles		(847) 888-3990
Fox Cab	440 S Third St. St. Charles, IL 60174	(630) 587-8822

CENTRAL DISTRICT #301 MIDDLE SCHOOL
POLICIES AND PROCEDURES

(Changes to align with CHS for 2017-2018 are in red italics and changes for middle school level only are in green italics)

The District #301 Middle School Student/Parent Handbook is also available on the school website. www.burlington.k12.il.us

Disclaimer

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to amendment as becomes necessary for the routine operation of the school. This handbook is a summary of board policies governing the district. Board policies are available to the public at the district office and online at the district website listed above. Please note that not all behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

ATTENDANCE

ATTENDANCE POLICIES

1. In accordance with Illinois compulsory attendance requirements, it is the policy of CCUSD 301 that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attribute of regular attendance, punctuality, and participation.

2. Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Parents/guardians are to follow proper procedures to inform the school when their child is absent and to provide a reason for the absences.

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

~~3. A parent/guardian phone call made on the day of the student's absence shall be counted as an excused absence. If a parent/guardian fails to make a phone call on the date of the student's absence, the absence shall be counted as "unverified," unless a note is received from the student's parent/guardian to confirm the absence. If no note is received, the absence will be recorded as unexcused. In the event that school personnel do not hear from parents/guardians about tardiness or absence before **9:00 A.M.,** the school may call parents or other emergency contacts provided by a parent to determine the reason for the student's absence.~~

1. *It is the parent/guardian's responsibility to call the the main office and give the reason for an absence. The parent/guardian is requested to call prior to 7:50 a.m. the day of the absence at (847)464-6000 for Central Middle School and (847)717-8100 for Prairie Knolls Middle School. In the event that school personnel do not hear from parent(s)/guardians(s) about tardiness or absence before 9:00 a.m., the school may call parents or other emergency contacts provided by a parent to determine the reason for the student's absence.*

2. *Parents who cannot call must write a note explaining the reason for the absence. The note should be written by the parent in its entirety and signed.*

4. Examples of excused absences include:
   a) A student's personal illness,
   b) A death in the immediate family,
   c) A family emergency,
   d) Observance of a religious holiday,
   ~~e) Court appearances,~~
   f) Medical visits,
   g) Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health~~, other reasons approved by the Superintendent or designee,~~
   h) Other situations beyond the control of the student *such as court appearances*
   i) Other reasons approved by the Superintendent or designee

5. **Unexcused Absence:** Absences for any other reason may be considered unexcused. An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee.

*A physician's note may be required to excuse a student and/or for returning to school after **the third consecutive day of being reported ill.** If medical documentation is not provided, the absence may be marked "unexcused."*

Students who have an excessive amount of absences due to being sick may be required to provide a doctor's note to excuse the absences.

Examples of unexcused absences include:

- *Working*
- *Missing the bus*
- *Car not starting*
- *Cutting class*
- *Vacations/going out of town*
- *Needed at home*
- *Other avoidable absences*

**Schoolwork missed because of unexcused absences must be made up in accordance with the Make Up Work section below.*

6. **Truant Absences:** Truancy is defined as absence without valid cause for one or more periods of the student's school day. *A truant absence is an unexcused absence.* After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/guardian conferences, and/or involvement of the Kane County Truancy officers and/ or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

7. **Vacation Absences:** Because the District believes in the importance of students being present in their academic classes during the school year, ~~extended pre-arranged~~ absences ~~such as~~ *due to* family vacations, ~~will no longer be considered excused~~ are unexcused. The District strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask their teachers to provide advance assignments. However, it is up to the individual teacher to determine whether he/she can honor the request. School work missed because of family vacation must be made up in accordance with the "Makeup Work" Section below.

8. **Class Cut:** A class cut is defined as an absence from part of *(15 minutes or more)* or an entire class period/block, without permission from the student's parent/guardian or approval of school officials. A class cut is an unexcused absence *and may result in disciplinary consequences.*

9. **Tardiness:** Students are expected to be in class on time, so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardies. Students may be considered tardy if they arrive after the bell has rung. On the fifth tardy to school per semester, ~~S~~students may receive *disciplinary* consequences. *The same may occur for excessive tardies to class based on team policies.*

10. A student must be in school for three clock hours in order to participate in any co-curricular activity including, but not limited to, interscholastic sports, school dances, club meetings, etc.

11. When a student has a pattern of frequent absences because of illness*/*injury or has been out of school for a contagious condition, an administrator may request a doctor's excuse.

ANTICIPATED ABSENCE

An anticipated absence is defined as a situation in which student and parent know in advance that the student will be absent on a school day. Schoolwork missed during this absence must be made up on the student's return.

A student must submit a written explanation (note, email, fax, etc.) to the school office from a parent/guardian.

Because the District believes in the importance of students being present in their academic classes during the school year, extended pre-arranged absences such as family vacations, will no longer be considered excused. The District strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask their teachers to provide advance assignments. However, it is up to the individual teacher to determine whether he/she can honor the request. School work missed because of family vacation must be made up in accordance with the "Makeup Work" Section below.

MAKE-UP WORK DURING ABSENCES

Students who are absent from school will be allowed to make up work for equivalent academic credit. The time allow*ed* to makeup work will generally be one school day for every one school day missed, starting with the first day the student returns to school. In extenuating circumstances a student may ask his/her teacher, school counselor, or the principal for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work ~~in a timely manner~~ may result in a lowering of grades.

The makeup rule applicable for students who are receiving Home or Hospital Instruction is set forth in the Student Services of this Handbook under the heading Home and Hospital Instruction.

LATE ARRIVALS TO SCHOOL

When a student arrives late to school, he/she must report to the office. The office will issue a tardy pass to admit him/her to class. Work missed may be made up if the teacher permits it. The date of the tardy will be recorded by the office. Students will be allowed only four (4) tardies each semester for any reason, such as appointments, car problems, oversleeping, etc. The only exceptions shall be unavoidable medical or dental appointments which cannot be scheduled during non-school hours. These must be accompanied by parent verification in a written note or in a phone call.

Tardy 3 = Notify student and parent of consequence at 5th tardy…Parent phone call/letter
Tardy 4 = Reminder to student of consequence at Tardy 5
Tardy 5 & 6 = 3 days of Lunch Detention/phone call and letter home
Tardy 7, 8, & 9 = After School Detention (2:50-3:30)/Phone call and letter home
Tardy 10 and over = Full Day Saturday School/phone call and letter home

LEAVING SCHOOL EARLY

Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the Attendance Office before leaving school. The note must be written by the parent in its entirety. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature.

If a student is ill during the day, the student must check out in the Nurse's Office before leaving the building. Students should not arrange for parents/guardians to pick them up, or to leave school using their own car, without first having been seen by the Nurse. When the Nurse is not in the building, a student who is ill should report to the Main Office.

GENERAL INFORMATION

SCHOOL ARRIVAL / DEPARTURE

~~Students should not arrive at school until 15 minutes before their classes begin.~~ *Students should not arrive at school until 7:45 a.m.* Pupils should also leave the school grounds immediately after dismissal in the afternoon. Pupils who are transported by district buses will be given consideration because bus schedules cannot always fit these limitations.

TRAFFIC AT SCHOOL

Parents are urged to use extreme caution when driving in areas near the school. As you know, children often forget what they have been taught about pedestrian and bicycle safety, and it is the responsibility of the driver to anticipate the mistakes of children. Parents dropping off students should NOT enter the Bus Loading Zone when buses are loading or unloading.

PARENT PICK-UP / DROP-OFF

All student pick-ups and drop-offs between the hours of ~~**7:30am**~~ *7:45 a.m.* and 4:00 p.m. must be done at the front main entrance of the school.

UNLICENSED MOTORIZED VEHICLES

The use of unlicensed motorized vehicles on School District 301 property is prohibited. This includes, but is not limited to, all-terrain vehicles, motorcycles, snowmobiles, go-carts and any and all off-road vehicles. Consequences for violations may include suspension out of school as well as charges filed with the local authorities.

VISITORS

While visitors are welcome at District #301 Middle Schools, any person, including parents, visiting the school building must use front doors, report to the school office, sign in, and obtain an identifying badge.

STUDENT VISITORS

A student who wants to request permission to bring a guest from another school to school with him/her must contact the Principal for a visitor's pass at least one day before the proposed visit. Generally, visits by students from other schools are discouraged because they tend to be distracting to students and teachers and because they may encourage the absence of these students from their own schools.

SCHOOL SAFETY

The safety of our students and staff is our first priority at the middle schools. During school hours all exterior doors are kept locked and access to the building will be limited. Students are not to open any door to permit entry for anyone with whom they are not familiar and are not to permit anyone from the outside to enter the building. Additionally, the propping or opening doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Failure to abide by this policy, may result in disciplinary consequences.

EMERGENCY / CRISIS PLAN

In the case of an emergency please be advised that all school personnel have been in-serviced on the implementation of the Crisis Plan should the need arise. If an emergency were to take place please keep school telephone lines open for emergency calls (do not call the school). Keep civilian vehicles out of the area allowing emergency vehicle access to school grounds.

SAFETY DRILLS

Periodically during the school year, safety drills will be held as required by Illinois law. When the alarm is sounded, students and teachers should proceed immediately according to appropriate procedures. Procedures for safety drills and school emergency and crisis response plans are posted in all classrooms.

TORNADO WARNING OR OTHER EMERGENCIES

Parents should not send children to school in the event a tornado warning is in effect at the time school should begin. If a warning is issued during school hours, school personnel will initiate appropriate protective action. If a WARNING is in effect at school dismissal time, students will not be dismissed or loaded on buses until the all clear has been given.

EMERGENCY CLOSING OF SCHOOL

In the event that a decision is made to close school, dismiss early or start late because of weather conditions or for some other reason, please tune your radio and/or television station to any of the following stations that serve our area:

AM	TV	FM
WGN – 720	WBBM - Channel 2	WONU - 89.7
WBBM – 780	WGN - Channel 9	WJKL - 94.3
WLBK – 1360	CLTV - Channel 19	WDKB - 95
WRMN – 1410	FOX - Channel 32	

Should an emergency or severe weather cause school to be closed, the District #301 will also notify parents via the **School Reach** phone system. Please update your phone numbers whenever you have a change.
Information will also be available on our school web site: **www.burlington.k12.il.us**

It is important that parents advise their children as to what procedures to follow in the event that parents are not home when there is an emergency closing of school.

STUDENT INSURANCE

If an optional student insurance program is offered, it will be the responsibility of the student's parents, not that of the school, to file claims with the designated insurance representative in the event of injury. When an optional student insurance program is offered,

claim forms will be available in the school office.

LOST AND FOUND

If you have lost something in the school building, ask the school office secretary who will check into the "lost and found" collection in the office. If you find anything at school, on the bus, or at a school-sponsored event that appears to have been lost/left by someone, give it immediately to a secretary in the school office or a staff member so that it can be saved for its rightful owner. *The District may periodically dispose of any items left in the lost and found.*

SCHOOL NEWSLETTER

During the school year, District #301 Middle Schools publish a school newsletter to keep parents informed of school related activities and to encourage their involvement with the school. District #301 Middle Schools will E-blast the school newsletter to those who have provided e-mail addresses as well as post the school newsletter on the school web site. Please visit the District #301 Middle Schools' web sites through the links provided at www.burlington.k12.il.us.

HALLWAY CONDUCT

1) Students are to walk (not run!) and keep to the right in the hallways when moving from place to place in the building.
2) Students are not to block hallway traffic by standing in groups.
3) There is to be no shouting, excessive noise, pushing or shoving in the hallways.
4) All students in the hallways during class time or before the morning bell are required to have a pass from a teacher, counselor, or administrator.

BICYCLES

If you ride a bike to school it must be walked on school property and parked in the bike racks provided. All bicycles should be kept locked when you are in the school building. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Bicycles may be ridden to and from school provided good safety rules are followed. They must be walked in parking lots and on sidewalks close to school. Bicycles should be parked in the racks and not thrown on the ground. Bicycles cannot be housed in the school. Bicycle racks are off limits during school hours.

SKATEBOARDS / IN-LINE SKATES / ETC.

These items are not allowed on school grounds. *Student found with such items may be subject to disciplinary consequences.*

BOOK BAGS / PURSES

Book bags, backpacks, etc. are not allowed in the Library Media Center or classrooms. Purses must be able to fit into an 8"x12"x5" box. If the purse does not fit under the desk or into the box, it must be kept in the student's locker during school hours.

BUILDING SURVEILLANCE

Video surveillance occurs in various parts of the school. This surveillance is used for investigative and safety purposes. Access to video surveillance is granted to school personnel and law enforcement when necessary. At no time will video footage be released to the public.

CONSUMPTION OF FOOD AND DRINK

Water in a transparent plastic container is permitted.

All other food and beverages follow the guidelines below.

1) Food and drink may be consumed only in the lunchroom.
2) Students are not permitted to eat or drink in the hallways, classrooms, etc. without the express permission of a teacher or administrator.
3) Open containers of food and beverages may not be kept in lockers or carried around in the school building.
4) Energy drinks at school are strongly discouraged. These drinks have been proven to be very unhealthy for adolescent students and may cause students to become distracted from their schoolwork.
5) Food brought in from the outside for the purpose of sharing is not permitted.

CANDY / GUM POLICY

Candy may be eaten in classrooms when permitted by a teacher as a reward. Gum will be allowed provided that the gum and wrappers are disposed properly in garbage cans. If gum and/or wrappers are disposed of improperly, the school may view this as an act of vandalism (See VANDALISM on page 6). However, teachers reserve the right to prohibit the chewing of gum in their individual classrooms.

~~LUNCH~~ CAFETERIA (Board Policy 4:130)

Central Middle School and Prairie Knolls Middle School offer a USDA Reimbursable Value Meal and extra à la carte food items for sale to all their students. Each student may go through the line and choose from a variety of hot and cold foods. Each food item is priced individually so the student pays only for what he/she selects. The cost of the menu items in the daily Value Meal are set at a meal price. The daily Value Meal is identified as the "Daily Special." 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.
So the system can work efficiently for all students, we ask that the following rules be observed:

1. ***Only allowed to purchase food during their scheduled lunch time.***
2. ***Do not bring any drinks and/or food items through the lunch line. Move through the lunch line making your selections quickly and then proceed to the cashier.***
3. ***Pick up all lunch debris from the table and floor and empty lunch trays into trash bins and return the trays to the kitchen.***
4. ***Put lunchroom materials appropriate for recycling in specified recycling containers.***

Every student has a lunch account based on his/her Student ID Number. Money can be placed in the account by giving cash or check to the cashiers during any lunch period, or by activating an account through www.myschoolbucks.com. (There is a $1.95 service fee charged by myschoolbucks.com for each lunch account deposit.) All checks brought to a cashier must be credited to the student's lunch account. There is no charge for utilizing the cashier for this service. A student may not receive money back from a check given to a cashier to credit his/her lunch account. The only method by which a student may purchase lunch or à la carte food items is by use of scanning or entering his/her Student ID card.

Milk Substitute- A doctor's note is required if students have to substitute bottled water for milk related to an allergy or lactose intolerance.

~~Every student has a lunch account based on his/her Student ID Number. Money can be placed in the account by giving cash or check to the cashiers during any lunch period, or by activating an account through www.myschoolbucks.com.~~

Any child who has an account that reaches a negative balance will be allowed to charge one (1) school lunch. At this point, students will not be permitted to purchase school lunches using their Student I.D. card until their outstanding balance has been paid. Students may still purchase lunches with cash.

LUNCHROOM CONDUCT

At all times, students should exhibit good manners when making use of the lunchroom. During lunch time, students:

1) will take their place at the end of the lunch line.

2) are to talk quietly without shouting, whistling or making other loud noises.

3) may not disturb another's food nor take food from others without their permission.

4) will not throw food or anything else.

5) may be assigned seating for a specified period of time.

6) are to remain seated in the location they first choose when entering the room.

7) are to remain on their side of the lunchroom unless given permission to move to the other side of the room.

8) are to clean up after themselves and assist with keeping the lunchroom clean.

9) are at all times to follow directions given by lunchroom supervisors.

A student who fails to observe lunchroom rules may face the following consequences:

1) may serve silent lunch in a special setting.
2) may be reassigned seating in the lunchroom.
3) may be referred to an administrator for other disciplinary consequences.

FUNDRAISING

All fund raising by classes and school organizations, during the school day to the student body, must have prior approval of the Administration..

School classes, organizations, or clubs must complete a form requesting the following information:

- Class, Organization, or Club hosting the fund raiser
- Date and Time For Selling

- Person in Charge
- Item(s) to be sold and dollar amount

1. All schools Grade K - 12 can sell, for fundraising, snacks that meet the nutritional standards, during the school day. (except they cannot be sold during lunch service times)
2. Grades K - 8 do not have exempt days to sell foods for fundraising that do not meet the nutritional standards, ex - donuts, candy, etc.

SCHOOL DANCES

Students must show school ID upon entrance to a school dance. Students who do not have an ID will not be permitted. Students will not be permitted to bring students outside of their school or grade to school dances. ID's can be purchased in the school office up until the morning of the school day or the school day prior to the dance.

MOVIES FOR INSTRUCTIONAL PURPOSES

Movies shown for educational purposes and the permission for those movies will follow board policy.

LOCKERS ~~AND SCHOOL DESKS~~ *~~POLICY (BOARD POLICY 7:140)~~*

~~Lockers and school desks are the property of Central School District 301 and may be opened, inspected and searched without notice by school officials when deemed necessary. Searches will follow Illinois school code. *District officials may request the assistance of law enforcement officials for purpose of searching student lockers for illegal drugs, weapons, or other illegal or dangerous substances or materials.* The school will not be responsible for lost or stolen items.~~

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of CCUSD 301., For the safety and security of the entire school community, school authorities may inspect and search lockers, 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 lockers or in their personal effects left there. District officials may request the assistance of law enforcement officials for purpose of searching student lockers for illegal drugs, weapons, or other illegal or dangerous substances or materials. Students should not change lockers unless authorized to do so by the Administration. Restitution costs may be assessed for defacing or damaged lockers. Students will have an assigned PE locker and lock in the PE locker room. Valuables should not be stored in PE lockers. The District may dispose of any materials left in any school locker at the end of the school year.

MIDDLE SCHOOL LOCKER RULES

1) Locker assignments are made by the student services office.
2) Students may not change lockers unless permission has been given by building administration.
3) Students are prohibited from altering their lockers so that they fail to lock.
4) Students are responsible for good order and cleanliness in the lockers and desks assigned for their use.
5) Marking or using tape on desks or lockers is prohibited.
6) Fines may be assessed for locker and desk damage.
7) Lockers may not be decorated with profanity, obscenity and/or the display of words, pictures, or pictures of people immodestly dressed, symbols associated with alcohol, tobacco, drugs, sex, gang affiliation, weapons, or violence.
8) Students are not authorized to open any locker but their own.
9) No decals or other adhesive items may be placed on either the outside or inside of hall or gym lockers. Students who violate this policy will be charged the labor cost of having the glued items removed.
10) Student backpacks, duffel bags, and similar items must stay in the locker during classes.

~~BRING YOUR OWN *TECHNOLOGY*/ELECTRONICS (See Board Policy 6:235 and related exhibits)~~

~~Bring Your Own Technology (BYOT) is a program that allows students to bring and use their own personal electronic devices at school. Devices include but may not be limited to: smart phones, tablets, eReaders, laptops, and netbooks. With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them. The District is not responsible for students' personal electronic devices if they are damaged or lost. Additionally, at no time may a student use said devices in a bathroom, locker room or health office.~~

~~Students and parents/guardians will be required to sign a user agreement outlining expectations, the purpose, and possible consequences related to use of personal electronic devices in school. A student's right to privacy in his or her device is limited and may be subject to search and seizure in accordance to Board policy. Failure to follow the District's rules and BYOT program guidelines may result in the loss of access to the District's electronic network and/or student's BYOT privileges; disciplinary action pursuant to the District's disciplinary procedures; and/or appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies. The District reserves the right to discontinue its BYOT program at any time.~~

~~NOTE REGARDING CAMERA CELL PHONES OR OTHER ELECTRONIC DEVICES WITH A CAMERA FEATURE: A student who is found to be in possession of a camera cell phone or other electronic device with a camera in a restroom or locker room, which is on and visible, may be subject to disciplinary consequences, up to and including suspension from school and a possible recommendation for expulsion. In addition, suspected or alleged criminal acts may be reported to appropriate law enforcement agencies.~~

~~CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.~~

ELECTRONIC DEVICES (Board Policy 6:235)

The District's electronic networks, including the Internet, are part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of all electronic devices allowed as part of the District's Bring Your Own Device ("BYOD") program and the District issued Chromebook must be consistent with District policies and procedures. Such electronic devices may be used during instructional time only for educational purposes as approved by the Administration or teacher. Personal devices may be used by students during non-instructional time, such as during passing periods, lunch, and before or after school. Students may not place or receive phone calls during school day hours (8:12 a.m. to 2:50 p.m.).

Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, accessed via the District's electronic networks. The District's rules for behavior and communications apply when using the electronic networks. Refer to the Chromebook Handbook issued by the district.

STUDENT BEHAVIOR

PHILOSOPHY OF DISCIPLINE

It is the sincere desire of CCUSD 301 that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of Prairie Knolls Middle School and Central Middle School (PKMS/CMS) to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults at PKMS/CMS are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

Disciplinary consequences and interventions will be made to ensure that all students receive a high quality education in a positive, non-threatening environment and assist with the development of productive members of society. Students, parents, administrators, faculty, and staff will cooperate in the creation of the discipline policy, its periodic review, and its fair and consistent enforcement.

STUDENT BEHAVIOR POLICY (BOARD POLICY 7:190)

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:

    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, 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. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

    g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

    h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

    CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.

7. Using or possessing a laser pointer, cell phone flashlight, or presentations remotes 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 District 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 hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), 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.–This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

12. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

13. Causing or attempting to cause damage to, or 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 (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

18. Being involved in gangs or gang-related 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. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

22. 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.

<u>Additional Examples of Prohibited Misconduct and Gross Disobedience</u>

Additional examples of prohibited misconduct and gross disobedience include but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; transportation violation; the inappropriate use of the district's network or district's devices.

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

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

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

Disciplinary Measures

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

1. Verbal Warning
2. Detentions
3. Notifying parent(s)/guardian(s).
4. Disciplinary conference.
5. Withholding of privileges / removal of privileges
6. Temporary removal from the classroom.
7. Return of property or restitution for lost, stolen, or damaged property.
8. ~~In-school suspension~~. *Alternative Learning Environment.* The Building Principal or designee shall ensure that the student is properly supervised.
9. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
10. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
11. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
12. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
13. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
14. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities.
15. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.
16. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. 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

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

MISCONDUCT BY STUDENTS WITH DISABILITIES (BOARD POLICY 7:230)

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

ADDITIONAL DEFINITIONS

Detentions

A detention is a period of time to be made up before school, after school, or during lunch. A detention may be assigned by school staff or an administrator.

Alternative Learning Environment

Administrators may assign a student to an alternative learning environment location as a consequence for gross disobedience or

misconduct. During this time, students are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the ~~a~~Administration. Students ~~who are assigned to the alternative learning environment~~ will be provided an opportunity to complete their academic work *or given an alternative assignment for equivalent academic credit.*

Saturday School

Saturday School will be held periodically throughout the school year to serve as a disciplinary consequence for a student's gross disobedience or misconduct. Saturday school half sessions run from 8:00 am to 10:00 am, and full sessions run from 8:00 am to 12:00 pm. Students who fail to attend, arrive late, or are removed from Saturday School due to gross disobedience or misconduct will be considered to have missed the session and may be subject to further disciplinary consequences.

School/Community Service Program

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community.

OUT OF SCHOOL SUSPENSION (BOARD POLICY 7:200)

An out-of-school suspension is a temporary exclusion from school due to a student's gross disobedience or misconduct. School officials may impose out-of-school suspensions of one (1) to ten (10) school days. Longer suspensions may be imposed by the Board of Education. The District's suspension procedures are set forth in Board Policy 7:200.

When a student is suspended from school, he/she may not participate in or attend any District activity or event and is prohibited from being on District property.

A suspended student will have an opportunity to make up any missed work for equivalent academic credit. The work missed during the student's absence due to a suspension from school must generally be made up within a period of school days equal to the number of days missed due to being suspended.

Students who are suspended from school for five (5) or more school days will be informed of what, if any, appropriate and available support services will be provided to the student during the his/her suspension from school. These services may include, but are not limited to: a mentor program, social work, tutoring, etc.

A re-engagement meeting between the student, family, and school staff and administrators may be held upon a student's return to school from any period of suspension. The purpose of the meeting is to assist the student in the transition back to school.

EXPULSION BY THE BOARD OF EDUCATION (BOARD POLICY 7:210)

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) of the student have been provided a written request to appear at a hearing before the Board or with a hearing officer appointed by it. The District's expulsion procedures are set forth in Board Policy 7:210.

A student who has been expelled from school may not participate in or attend any District activity or event and is prohibited from being on District property during the period of the expulsion.

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into District.

STUDENT SEARCH AND SEIZURE (BOARD POLICY 7:140)

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

School Property and Equipment as well as Personal Effects Left There 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 Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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

BULLYING POLICY (BOARD POLICY 7:180)

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

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

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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' 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.

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

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

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

Bullying Prevention and Response Plan (To replace bullying intervention policy on pages 23 and 24 of middle school handbook.)

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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.

   Complaint Manager:

   Esther Mongan
   Name
   275 South St., P.O. Box 396, Burlington, IL 60109
   Address
   Esther.mongan@central301.net
   Email
   847-464-6005
   Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
   c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

   The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, 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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
    b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
    d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
    f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    h. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

STUDENT EXPRESSION

School officials retain the right to regulate and exercise editorial control over the style and content of student speech in school-sponsored expressive activities so long as their actions are reasonably related to legitimate educational concerns. To the extent that student expression through publications, theatrical productions, speeches and other expressive activities is inconsistent with the basic educational mission of the school, it may be forbidden or restricted.

DISTRIBUTION OF PRINTED MATERIAL

No printed material, which is obscene, vulgar, libelous, threatening, inflammatory, inciting, damaging or disruptive to a good educational climate, will be permitted to be displayed or distributed, by or to, students.

POSTING OF PRINTED MATERIALS

The school reserves the right to control the posting of materials and messages within the school building. Students may not display posters, pictures, and other materials in the hallways and elsewhere in the building without the prior approval of building administration. A judgment will be made on whether the subject and/or message is appropriate for posting and directions will be given on how to post materials in such a way that damage is not caused to wall surfaces.

POTENTIALLY DISRUPTIVE ITEMS

Because of their potential for disturbing the orderly environment of the school, certain items are not to be brought to school. Some examples of such items could be, but are not limited to:

-Electronic games

-Toys
-Playing cards
-Laser lights

In some cases, the student may seek approval from an administrator for special situations (i.e. field trips, projects, presentations, etc.) However, any student found with such items without permission will be *subject to disciplinary consequences.*

STUDENT DRESS *(Board Policy 7:160)*

Students are expected to wear proper clothing to school. Student dress should always be in accordance with principles of modesty, good taste and safety.

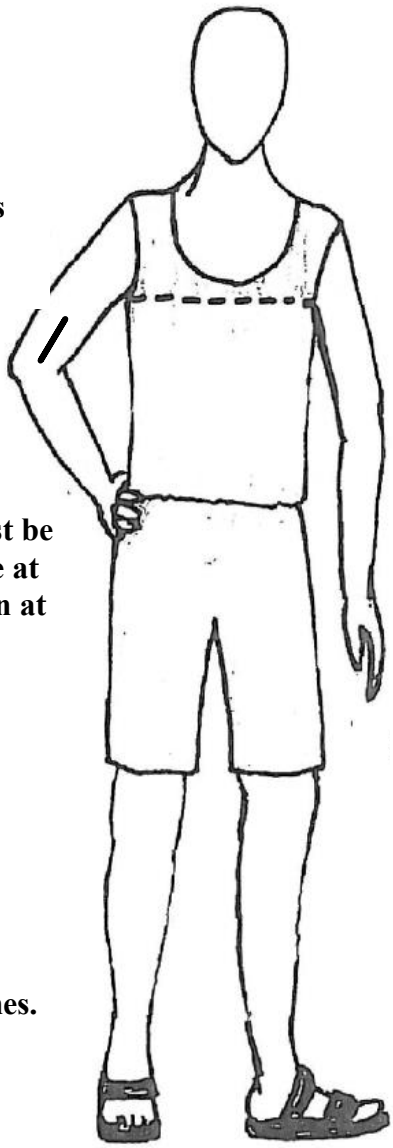
The following are several examples of unacceptable dress for school:

1. Underwear worn as outerwear or visible undergarments.
2. Clothing and jewelry imprinted with profanity, obscenity, and/or the display of words, pictures, or symbols associated with alcohol, drugs, sex, gang affiliation, weapons or violence.
3. Outdoor wear like coats, jackets, dark glasses, shoes with built-in wheel(s), etc., in the school building
4. Chains, leashes, etc., attached to person or clothing
5. Any other apparel or footwear that has been determined by the administration to be inappropriate for the school setting or safety of the school.

If you believe there is a chance that your clothing may be in violation of the dress code policy, it is better to not wear those particular clothes to school. Any student not in accordance with the above-mentioned dress expectations may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. **If appropriate clothing is not available, the school will lend the student a uniform from the physical education department.**

STUDENT DRESS

(applies to males & females)



Hats, caps, visors, bandanas, hoods (covering the head), or other head coverings in the school building should not be worn.

No spaghetti-strap tops or shirts with open backs and low necklines including racerback tops or A-shirts.

A "line" running from one armpit to the other will be the guideline to determine low necklines.

Entire middle of the body must be covered: No underwear visible at any time. Pants are to be worn at the waist.

Shorts, skorts, or skirts that do not extend past the student's fingertips when their arms are extended down at their sides should not be worn. Additionally, students should not wear sheer leggings or tights, or shorts worn with clothing that does not extend past the fingertips.

Pants should not have see-through areas above the knees.

Shoes must be worn at all times.

HEALTH SERVICES

A nurse is available to students throughout the school day. A student who needs to see the nurse during the day should first obtain a pass from his/her teacher unless an emergency situation exists. **If a student is not feeling well, he/she must check out in the Nurse's Office and authorization must be given before leaving the building or the absence will be considered unexcused.** When the nurse is not in the building, a student who is ill should report to the Main Office. No student will be excused from school unless a parent/guardian or designated person has been notified and appropriate transportation arranged, including if the student has his/her own car at school. Students shall not use their personal cell phones unless given permission by the nurse.

HEALTH, EYE, AND DENTAL EXAMINATIONS~~:~~ *&* IMMUNIZATION *REQUIREMENTS~~; EXCLUSION OF STUDENTS~~ (Board Policy 7:100)*

It is the responsibility of the student's parent/guardian to ensure that the required examination and immunization forms are provided to the school at the required intervals and within the required time frames. The below table provides a summary of the required intervals and further information regarding the timeframes is shown underneath the table.
For new students enrolling in the District, prior to the first day of student attendance, the student's parent/guardian must submit a CCUSD 301 New Student Health Questionnaire to the school.

STATE OF ILLINOIS AND DISTRICT 301 HEALTH REQUIREMENTS

Requirements for:	***ECSE***	***K***	***1***	***2***	***3***	***4***	***5***	***6***	***7***	***8***	***9***	***10***	***11***	***12***	***NEW to IL***
Health Exam	*X*	*X*						*X*			*X*				*X*
Dental Exam		*X*		*X*				*X*							*K,2,6*
Eye Exam		*X*													*X*
Immunization Requirements	*X*	*X*						*X*			*X*			*X*	*X*

~~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, 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 students in grades 6 and 12, beginning with the 2015-2016 school year.~~

~~As required by State law:~~

~~1. 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 a required part of each health examination; diabetes testing is not required.~~

~~3. 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. The Department of Public Health 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.~~
~~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.~~

Health Examination & Immunizations

- *The health examination form, including immunizations, must be submitted to the school by October 15 of the current school year, unless an exemption or extension applies.*
    - *An IHSA / IESA sports physical does not fulfill this requirement. The ISBE health examination form is required.*
    - *Parent(s)/guardian(s) must complete and sign the Health History section on page 2 of the ISBE health exam form.*
- *Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.*
- *If such proof is not provided by October 15, the student will be excluded 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.*
- *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. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.~~

Eye Examinations

- *Proof of the required eye examinations must be provided to the school by October 15 of the current school year.*
- *Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.*
- *Exams must be conducted by a licensed optometrist or a physician licensed to perform eye examinations (such as an ophthalmologist). Screenings conducted in school do not fulfill the requirement.*

~~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.~~
~~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.~~

Dental Examinations

- *Proof of the required dental examinations must be provided to the school by May 15 of the current school year.*
- *Exams must be conducted for the required grades within 18 months prior to May 15 of the 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.~~
~~4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.~~

Exemptions

- *An exemption must be submitted by October 15 of the current school year with the required health examination/immunization form.*
- *Medical Exemptions:*
  - *If a medical reason prevents a student from receiving a health examination and/or any required immunizations, a statement from the student's physician must be submitted stating the student's medical condition and, for immunizations, providing a schedule for the administration of the immunization(s).*
  - *If a student is determined to be protected against a disease for which immunization is required, a statement from the student's physician must be provided stating the reasons and certifying that the specific immunization is not necessary or indicated.*
- *Religious Exemption:*
  - *A student's parent(s)/guardian(s) must submit a completed and signed Certificate of Religious Exemption Form. The form is available on the ISBE and IDPH websites.*

Dental & Eye Examination Waivers

A waiver is available for the required dental and/or eye examinations for students who show undue burden or lack of access to a dentist and/or an optometrist or physician who performs eye exams. The dental examination waiver is due by May 15 of the current school year, and the eye examination waiver is due by October 15 of the current school year. The waiver forms are available on the District's website here.District 301 Website.

Homeless Child *(Board Policy 6:140)*

Any homeless child shall be immediately admitted, even if the child or child's parent(s)/guardian(s) 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.~~

Privacy Practices *(Board Policy 7:15)*

Pursuant to Illinois and federal law, school personnel cannot contact a student's physician, advanced practice nurse, physician assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school ~~can~~ *may* be obtained in the Main Office and / or Student Services *Department*.

Communicable and Chronic Infectious Disease (Board Policy 7:280)

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.

~~In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. Parents/guardians should select emergency contacts who are likely to be available to pick up their child in a timely manner if they are unable to.(~ Move to Illness/Injury)

Illness/Injury

It is expected that injuries that occur outside of the typical school day will be cared for by parents/guardians prior to arrival at school. Notify the nurse of any injuries that need attention at school.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious illness or communicable and/or chronic infectious disease. The student's parent/guardian will be contacted by the school and expected to arrange transportation.

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. Parents/guardians should select emergency contacts who are likely to be available to pick up their child in a timely manner if they are unable to.

If a student exhibits any of the following during the school day, the student's parent/guardian will be contacted and the student must be picked up from school to go home:

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (3 or more loose stools in past 24 hours, or stools that contain blood)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness

A student should not return to school after he/she has been out of school due to an illness until there is evidence that the student is no longer contagious. This may include a release from the student's physician, absence of symptoms for over 24 hours, or documentation of treatment. These determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

~~MEDICAL~~ EXCUSES FROM PE *(Board Policy 7:260)*

Excuses for Medical Reasons

Students healthy enough to attend school are *generally* considered healthy enough to attend physical education (PE) class. Notes to excuse students from PE classes for medical reasons are to be presented to the Main Office. Office staff will notify the PE teacher of the excuse. A parent note excusing the student from physical activity can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted. Any duration of time beyond two days will require a ~~note~~ *signed statement* from the student's healthcare provider. The ~~medical excuse note should~~ *statement from healthcare provider shall* include a diagnosis, *any* restrictions needed, and the length of ~~time for~~ the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction.

If the student is allowed limited or modified participation, the healthcare provider's note should list specifically what activities/modifications are allowed. A modified physical activity form is available in the Nurse's Office.

Excuses for Religious Reasons

In addition, students may be excused from PE based on a religious prohibition. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Notes to excuse students from PE classes for religious reasons are to be presented to the Main Office. Office staff will notify the PE teacher of the excuse.

MEDICATION POLICY (BOARD POLICY 7:270)

Whenever possible, the parent/guardian should make arrangements for medication to be administered at home, before or after school hours and not at school or school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for a student to take medication during school hours or school-related activities, the student's parent/guardian must request that the school dispense the medication to the student and school district guidelines must be followed for dispensing or administering the medication. The District may reject requests for administration of medication.

No District employee shall administer to any student, or supervise a student's self-administration of, any medication until the required documentation is completed, signed, and submitted by the student's parent/guardian. No student shall possess or consume any medication on school grounds or at a school-related activity other than as provided in the District's policy and these guidelines.

1. Medication is defined as either prescription or non-prescription drugs.

2. Medication will not be given by a school employee to a student without the completion and submission of a Med-A form, and other documentation if required, signed by both the parent/guardian and the student's licensed health care provider.
3. ~~Special~~ *Specific* forms are required for *students with* asthma, diabetes, allergies, and seizures. Forms and packets can be obtained in the Main Office or Nurse's Office or on the District website. *Parent(s)/guardian(s) of a student with asthma are requested to submit an Asthma Action Plan for the student. If provided, the Asthma Action Plan will be kept on file by the Nurse. The District's Asthma Emergency Response Protocol is available from the Main Office or Nurse's Office.*
4. The Med-A form must be completed annually for each medication and updated upon any changes.
5. Students may not transport medication to and/or from school. It is the parent/guardian's responsibility to personally deliver the medication to school and to pick up any "left over" medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe and appropriate manner.
6. Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.
7. Medications at school will be stored in a locked cabinet in the *Nurse's Office,* or in the school nurse's refrigerator, if required.
8. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications, etc.).
9. Medication dispensing guidelines include:

a. Medications will be dispensed to one student at a time.
b. The designated school employee will transfer the indicated dosage from the container to the student.
c. The designated school employee will initial the Individual Student Med Log form at the time it is administered.

Administering Medication to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Carry & Self-Administration of Medication

A student may possess ("self-carry") an asthma inhaler or epinephrine auto-injector (EpiPen®) for immediate use at the student's discretion, provided the completed Med-A form and other required forms (available in the Nurse's Office and on the District's website) are signed and returned to the Nurse's Office.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

The District may authorize the provision of an epi-pen to a student authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student that meets the prescription on file.

~~The~~ *A student's* possession, distribution, or use of any medication (including non-prescription drugs) without proper authorization is in violation of the school policy relating to drug use, and a student may be subject to discipline (see Discipline).

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

Field Trip Medications

Only "daily" medications and "emergency" medications are to be sent on field trips. A Med-A form, and other documentation if required, must be on file in the Nurse's Office to ensure those medications are taken on the field trip. Medications designated "as needed" are not taken unless pre-arranged by a parent/guardian and the school nurse.

Medicaid Fees for Services

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. With the parent/guardian's written consent, CCUSD 301 will claim Medicaid reimbursement for services provided. These claims will have no impact on the parent/guardian's or student's ability to receive Medicaid funding either now or in the future.

CONCUSSION POLICY

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see Board Policy 7:305 for the District's concussion policy. The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available for PKMS at http://il.8to18.com/PrairieKnolls and for CMS at http://il.8to18.com/bcms/ . Please contact the Athletic & Activities Director or school nurse with any questions regarding concussions or the District's concussion management program.

STUDENT SERVICES

GRADE REPORTING

Report cards will be posted through Skyward Parent Access at the end of each quarter of the school year.

GRADING POLICIES

1) Students will earn letter grades for courses in both the core and exploratory curriculum programs.

2) Student work will be evaluated using the following letter grades:
   A=100-90%; B=89-80%; C=79-70%; D=69-60%; F<60%*; I= Incomplete; P= Pass*

3) The points for letter grades on the report card is as follows:
   A=4.00; B=3.00; C=2.00; D=1.00; F=0.

4) Pluses and minuses may be appended to letter grades, but do not affect grade points.

5) Grades will be published quarterly. Semester averages will not be reported. No semester exam grades will be published on

report cards.

6) A teacher may determine to issue an incomplete grade to a student who has experienced prolonged periods of absence during the grading period. All incompletes must generally be cleared within two weeks of the end of the semester. At the conclusion of the two week extension, teachers will calculate the student's grade with a score of zero entered for any assignments/assessments not completed. The resulting grade will be recorded in place of the incomplete. (If extenuating circumstances exist, the Principal or designee may exercise discretion in extending the two week deadline.)

HONOR ROLLS

Gold, Silver and Bronze Honor Rolls will be completed at the end of each quarter.

Gold Honor Roll = grade point average of 3.75 or better.

Silver Honor Roll = grade point average of 3.4 to 3.74 (with no grades of D or F)

Bronze Honor Roll = grade point average of 3.0 to 3.39 (with no grades of ~~D or~~ F)

No student who receives an F or I (incomplete) for the grading period in any course may be placed on any of the three honor rolls regardless of the grade point average earned. Students receiving a D for the grading period in any course may attain no higher than honorable mention (Bronze Honor Roll) status regardless of their grade point average. (Note: Students who are held off the honor roll due to one or more "incomplete(s)" and who makeup the work in the time allotted, may be added to the Honor Roll at a later date, once an accurate grade point average has been calculated.)

DEFICIENCY / PROGRESS REPORTS

Student grades are available online throughout the school year through Skyward. Families desiring hard copies of Progress Reports may contact the office to make this request.

SCHOOL SOCIAL WORKERS

School Social Workers are trained mental health professionals who provide services related to students' social/emotional functioning at school. School social workers help assess and address the needs of students, provide individual and group counseling, and provide referrals for community resources. School social workers are the link between the home, school, and community to promote and support students' academic and social success.

SCHOOL PSYCHOLOGISTS

School Psychologists are uniquely qualified members of school teams who support students' ability to learn and teachers' ability to teach. They apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. School psychologists can help staff, families, school administrators, and other professionals with, but not limited to: Data collection and analysis, assessment, progress monitoring, school-wide practices promote learning, academic/learning interventions, behavioral interventions, instructional support, and special education services. School psychologists work to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community.

PROBLEM SOLVING TEAM

The Problem Solving Team (P.S.T.) is a team consisting of the social worker(s), school psychologist(s), administration, school nurse and ~~several~~ *one or more teachers*. The P.S.T. exists to identify and assists students at risk due to severe social, emotional, family, mental health, attendance, ~~and~~ *and/or* academic issues. The goal of the P.S.T. is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. ~~Help and referral to appropriate~~ *The team may refer the student to* outside professional agencies ~~will be made where~~ when appropriate. Referrals to the P.S.T. can be made by any member of the team, a staff member, and/or a parent.

HOME AND HOSPITAL INSTRUCTION (BOARD POLICY 6:150)

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. A student qualifies for home and hospital instruction when a physician anticipates a student's absence due to a medical

condition for an extended period of time (i.e., for 2 or more consecutive weeks) or on an ongoing intermittent basis (i.e., the child's medical condition is such a nature or severity that it is anticipated the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absence).

Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized educational program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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

EDUCATION OF CHILDREN WITH DISABILITIES (BOARD POLICY 6:120)

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 the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

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

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

DISTRICT 301 HOMELESS INFORMATION

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 Illinois law.

For more information, contact:

Dr. Todd Stirn, CCUSD 301 Homeless Liaison (847) 464-6005

Kane County Homeless Liaison: Deborah Dempsey, Kane ROE McKinney/Vento Equal Chance Program (630) 444-2974

Homeless information is also available on the Illinois State Board of Education (ISBE) website: www.isbe.net/homeless. In addition, contact ISBE through the Homeless Information Hotline at 1-800-215-5379, or the email address homeless@isbe.net.

RETENTION

The school district reserves the right to retain a student at any grade level based on professional evaluation and in view of each student's individual progress. In accord with the Illinois School Code, criteria relating to academic success will be used as the basis for a student's being considered for retention.

DISTRICT 301# MIDDLE SCHOOL RETENTION POLICY

Our policy, as stated in the Student / Parent Handbook is that "the school district reserves the right to retain a student at any grade level based on professional evaluation and in view of each student's academic progress." Moreover, state legislation prohibits school districts from promoting students to the next grade level without evidence of mastery of the academic content of the student's present grade.

In order for a student to be promoted to the next grade level, he or she must have an overall grade average of D- or higher. The way in which this will be determined will be through a credit system. Middle school students are scheduled in 20 credit hours per year. The following is the credit break-down for middle school academic courses:

ELA	=	1 credit per quarter
Math	=	1 credit per quarter
Science	=	1 credit per quarter
Social Studies	=	1 credit per quarter
Encore	=	1/2 credit per quarter
P.E.	=	1/2 credit per quarter
Band / Chorus	=	1/4 credit per quarter

*Reading Intervention and Special Education Courses taken in place of Core Courses also count as 1 credit per quarter.

To be promoted to the next grade level, a student must earn 12 core credits throughout the school year. These 12 credits are the equivalent of a D- grade point average. If a student fails to earn 12 credits for the school year, he or she would be required to take summer school course(s). Students may take up to 4 credits in the summer, thus giving the student a chance to still be promoted if all required summer credits are earned. If the student fails to make up the required credits, retention will occur. If a student earned 7 credits or less during the school year, he or she would be unable to make up the required 4 credits during the summer due to the maximum of 4 summer credits accepted. This would also result in retention. The Assistant Principal or designee will be responsible for the management of all retention issues, while keeping the building Principal informed at all stages of the process.

8th Grade Credit Recovery Program
Any student who receives an F in a core subject course, in a given quarter, will be placed in an on-line Credit Recovery Course for the following quarter. This includes students who fail a 4th quarter core course in 7th grade. Students who have received multiple F's in Quarters 1, 2 and 3 of his or her 7th grade year may be placed in this course as well. The 8th Grade Credit Recovery Courses are taken in place of the student's current encore class. This program is designed to provide intervention in content areas covered in the previous Quarter. Completion of each Credit Recovery Course will result in the recovery of the subject area credit for one quarter.

- 8th graders who have not earned at least the required 12 credits by the last day of school will not be allowed to participate in the 8th Grade Promotion Ceremony.

Communication and Intervention with students and parents regarding retention will occur in the following ways:

1. Parents of students who earn multiple failing grades will receive an academic concern letter at the end of Quarter 1 and Quarter 2. Interventions such as Parent-Teacher meetings, Task Intervention placements, and/or Problem Solving Team meetings may also occur.

2. At the end of quarter 3, parents of possible retention candidates will receive a retention warning letter along with summer school information. Parents will also be notified by phone.

3. At the end of quarter 4, students who haven't earned the required 12 credits will receive a retention letter with the summer school subjects that are required for promotion (if applicable).

STUDENT RECORDS (BOARD POLICY 7:340)

School student records are confidential. ~~Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:~~ *As provided in State or federal law student records do not include:*

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody

~~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 fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.~~ *Upon request, the District will disclose school student records without a parent/guardian's or student's (if 18 or over) consent to officials of another school district in which a student has enrolled or intends to enroll, as well as any person as specifically required by State or federal law or court order.*

Required Notices and Directory Information

Under the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA), parents/guardians and students over 18 years of age ("eligible students") have certain rights with respect to the student's education / school student records.

In compliance with Illinois and federal law, the District shall maintain two sets of student records. The **permanent record** shall include basic identifying information concerning the student, his or her parents' names and addresses, the student's gender, ~~and~~ date/place of birth, academic transcripts, attendance record, health records required for enrollment, unique student identifier, a certified copy of the student's birth certificate, and a record of any release of this information. The permanent record may also include honors/awards received and information concerning participation in activities/athletics. No other information shall be placed in the permanent record.

The **temporary record** consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding any indicated report pursuant to the Abused and Neglected Child Reporting Act, health-related information, and accident reports. It also may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the Rehabilitation Act of 1973, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. 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.

CCUSD 301 may release directory information to the general public, including local media and military recruiters, and publish such information in a school directory, school yearbook, or similar District publications. The District has designated the following information as **directory information**: the student's name, address, telephone number, date and place of birth, major field of study, participation in school-sponsored organizations and activities membership on athletic teams, dates of attendance, and academic awards, degrees, and honors received. Directory information also includes photographs, videos, or digital images of students used for informational or news-related purposes of a student participating in a school or school-sponsored activity, organization, and athletics that have appeared in school publications However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information. Parents/guardians will be given the opportunity to object to the release of directory information prior to its release. A parent/guardian or eligible student may prohibit the release of any or all of the above-designed directory information by providing a written request to the Building Principal.

Parent(s)/guardian(s) ~~and~~ or eligible students have the right to inspect, copy, and challenge the student's record. *In addition, a student less than 18 years old may inspect or copy information in his/her permanent school record. A request to inspect or copy a student's school record shall be granted within 15 school days after the receipt of such a request.* Parent(s)/guardian(s) may request a qualified professional to be present to interpret the student's records. *Access shall not be granted the parent(s)/guardian(s) or the student to the following: confidential letters, recommendations concerning the admission to a post-secondary educational institution; application for employment. For further information, please contact your building principal.*

Unless the District has actual notice of a court order or a notice of a parenting plan under the Illinois Marriage and Dissolution of Marriage Act, indicating otherwise: Divorced or separated parents/guardians with and without parental responsibilities (formerly

custody) are both permitted to inspect and copy the student's school student records; ~~the building principal shall send copies of the documents listed below to both divorced or separated parents/guardians at either's request (academic progress reports or records; health reports; notices of parent-teacher conferences; school calendar regarding the student; notices about open houses, graduations, and other major school events including student-parent/guardian interaction).~~ The ~~school~~ District will deny access to a student's school records *only* to a parent against whom an order of protection was issued *if the order of protection prohibits the parent from inspecting or obtaining such records*. ~~The school will deny access to a student's school records to a parent/guardian who is not allocated parenting time (formerly visitation), unless they present a court order. Access shall not be granted the parent(s)/guardian(s) or the student to the following: confidential letters, recommendations concerning the admission to a post-secondary educational institution; application for employment. For further information, please contact your Building Principal.~~

The District shall maintain and destroy student records in accordance with Illinois and federal law. A student's permanent record is maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District. A student's temporary record is maintained for at least 5 years after the student has graduated, withdrawn, or transferred from the District. Upon graduation, transfer, or permanent withdrawal of a student from the District, the school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. Parents/guardians, or the student if at least 18 years of age at the time of the request, may request a copy of the student's records prior to the destruction date for a copying fee.

Students in grades 10-12 ~~and~~ *or* their parent(s)/guardian(s) may deny access to the student's name, address, and phone number to official military and higher education recruiting representatives by submitting a written request to the Building Principal before the end of the student's 10th grade year, or ~~by~~ *within* ~~thirty~~ *30* days *of transfer* for students who transfer into the high school after that point.

Parent(s)/guardian(s) and *eligible students* have 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, SW, Washington DC 20202-4605.

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 TRANSPORTATION HANDBOOK

BUS TRANSPORTATION *(Board Policy 7:220)*

Illinois law requires that ~~School~~ *the* District provide transportation to and from school for all ~~public school pupils~~ *students* living ~~more than~~ 1 ½ miles *or more away* from their school of attendance. ~~Where a hazard is identified which significantly jeopardizes the safety of a student living less than 1 ½ miles from their school of attendance, the District will follow the State of Illinois guidelines.~~ **All students are assigned a CCUSD 301 bus unless they are within walking boundaries.** *If a serious safety hazard exists along the walking route of students who lives less than 1 ½ miles from their school of attendance, the District will follow the State of Illinois guidelines.*

The State of Illinois has very strict ~~legislation~~ *rules and regulations* on the matter of school buses. CCUSD 301 is committed to carrying out these regulations in order to provide the most efficient and safest transportation possible. The following rules are included here to ensure students and parents have an understanding of what is expected of students while entering, riding, or leaving the school bus.

Instructions to Parents

Busing information for the current school year is available on the District's website through the Bus Information Link . This is a web-based program that will provide the most current busing information, such as bus time, bus stop location, and bus number.

Please complete the Student Transportation Information (STI) form ONLY if you require busing to/from an alternate location within your attending school's boundaries, if you do not require CCUSD 301 transportation, or if you are making a change to your child's transportation. Students are allowed only one inbound bus and only one outbound bus. (Accommodations cannot be made for different buses on different days.) Please allow up to 48 hours to process any changes to your student's transportation. To verify the request has been processed, please visit the Bus Info link located at www.burlington.k12.il.us. *Contact Dr. Todd Stirn with questions about transportation for foster care students.*

Instructions to School Bus Riders

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. The CCUSD 301 Transportation Handbook, which is included in this Handbook, governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations ~~and/~~or school rules while riding the bus may be reported ~~by the bus driver~~ to the middle school administration. ~~via a bus conduct report and a disciplinary consequence may be issued to the student.~~ *The student may be subject to disciplinary consequences.* Transportation guidelines are in addition to CCUSD 301 policies and procedures, including those outlined in this ~~Student~~ Handbook.

Safety Regulations and Guidelines:

1. Ride only on your assigned school bus.
2. Arrive at designated bus stop 5 minutes prior to your scheduled pickup time. 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.
3. Remain in your assigned seat while the bus is in motion.
4. Always be alert and listen for any instructions given by the driver.
5. Keep windows at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from making abrupt, loud noises, and/or causing any unnecessary confusion that could divert the driver's attention from safely riding the bus. Be absolutely quiet when approaching and crossing a railroad track.
7. Refrain from littering, defacing, or destroying bus property. Never tamper with the bus or any of its equipment.
8. Assist in keeping the bus safe and sanitary at all times. Eating, drinking, or gum chewing is not allowed in the bus.
9. Do not bring any animals on the bus, unless a service animal.
10. Respect the driver, fellow pupils, *other riders,* and yourself.
11. Do not ask the driver to stop at places other than ~~the~~ regular assigned bus stop*s*. The driver is not permitted to alter their route or drop students off anywhere except for designated ~~points~~ *bus stops* without proper authorization from ~~the~~ a *middle school* administrator.
12. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.

If necessary, students may have to sit 3 in a seat on a school bus due to the number of students riding the bus.

It is imperative that all students actively observe and support these transportation regulations and actions. The same rules and regulations apply on all bus trips, including for school sponsored trips as well as between home and school. Students who are unable to abide by the rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences depending on the severity of the action.

Students who are suspended from the bus and who do not have alternative transportation to school will be provided the opportunity to make up any missed work for full academic credit pursuant to the "Makeup Work" rules set forth in the Attendance and Truancy Policy of this Student Handbook. It is the responsibility of the student's parent to notify the school principal or other administrator that the student does not have alternative transportation to school to ensure the student receives appropriate make up work.

~~**Restricted Items**~~

~~1. Because of the potential for disrupting the school bus driver, certain items are not to be brought on the bus. Some examples of such items could be, but are not limited to:~~
- ~~Electronic games~~
- ~~Toys~~
- ~~Playing cards~~
- ~~Laser lights~~
- ~~Cameras~~

~~In some cases the student may seek approval from the Transportation Director or building administration for special situations (i.e., field trips, athletic trips, etc.)~~

~~2. Cell Phones may be used responsibly on the school bus. Any misuse of a cell phone will result in disciplinary action as outlined in the Student/Parent Handbook. Examples of misuse include, but are not limited to:~~
- ~~Using phone as a camera~~
- ~~Displaying inappropriate images/websites~~
- ~~Use of inappropriate language during calls or texts~~
- ~~Use of phone for Harassment or Intimidation~~

~~3. Music devices are allowed on the school bus as long as they are kept at a volume that can not be heard by others and the listener can still hear emergency directions.~~

Emergency Days - School Dismissal Due to Weather

At times during the winter, severe snow conditions may make bus transportation impossible or unsafe and all schools in the district will be forced to close *or have a delayed starting time*. ~~Notification of such closing will be made prior to 7:00 in the morning and will be done via local radio stations. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM). Other local radio stations will also be notified. Other emergency information will be disseminated via student outreach and the district website~~. *In such cases, local radio stations will be notified prior to 7:00am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). The school may also utilize School Reach via phone and/or email to notify parents.*

~~In the event the start of the school day is delayed for any reason, information will be available on the radio stations.~~
Also, on occasion during the school day, weather conditions may become severe and it may be advisable to close school early. Since it is impossible to notify parents when this is done, it is suggested that if parents plan to be away from home on a school day they arrange with their child as to where he/she should go if any early dismissal is deemed necessary.

Many bus routes have some places where buses are required to turn around in a driveway. At these points, during times with considerable snow and drifting, it may be advisable for the bus to stay on the main route and to eliminate all points where backing is necessary. Parents are requested to give their bus driver full cooperation and to provide transportation to and from the bus in all cases where snow conditions are bad.

RECEIPT OF STUDENT HANDBOOK

Print Last Name _____ Print First Name _____

Grade (circle one) 6 7 8

I have received and read the Middle School Student Handbook (electronic version) for the 2017-2018 school year. I understand that I am personally responsible for reviewing and understanding the information contained in the Handbook. I also understand that this Handbook includes only a summary of Middle School and Board of Education policies and that I am subject to and must abide by all District policies. I also understand that a violation of any of the District's policies may lead to disciplinary consequences.

_____

Student Signature Date

_____

Parent Signature Date

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301

Elementary School Student and Parent Handbook

Central Community Unit School District 301 Elementary Student/Parent Handbook 2017-2018

Mission Statement

Engage the mind, empower the learner, inspire excellence, influence the world

Country Trails Elementary School
Jeff King, Principal
Kristine Bushman, Assistant Principal
3701 Highland Woods Blvd
Elgin, IL 60124
(847) 717-8000

Howard B. Thomas Grade School
Carrie Ahlstedt, Principal
Julie Salamone, Assistant Principal
Box 395 - 44W575 Plato Road
Burlington, IL 60109
(847) 464-6008

Lily Lake Grade School
Rebecca Jurs, Principal
5N720 Route 47
Maple Park, IL 60151
(847) 464-6011

Prairie View Grade School
Daniel Schuth, Principal
Jill Schreiber, Assistant Principal
10N630 Nesler Road
Elgin, IL 60124
(847) 464-6014

Central School District 301 Office
Dr. Todd Stirn, Superintendent
Box 396 - 275 South Street
Burlington, IL 60109
(847) 464-6005

INFORMATION TO NOTE:
Office Hours: 7:30am-4:00pm
Attendance Hours: 9:00am-3:35pm
Arrival Time: School doors open at 8:50am.
(Please do not arrive at school before that time.)

August 2017

TO: Parents and Guardians of Elementary School Children
FROM: The Elementary Principals
SUBJECT: The 2016-2017 Elementary Handbook

Dear Parents:

It is a pleasure to provide the children of our school district with an excellent education. Since the elementary grades form the foundation of our system, we are particularly proud of the teachers, curricula, and programs we are able to offer the youngest members of our school community. All of our elementary schools continue to expand horizons of opportunity with dedicated teachers and support personnel investing considerable time and talent developing exciting programs and activities for the children of our district. The numerous ways we continue to respond to the ever-changing, dynamic needs within the public school setting are visible throughout each grade school building.

While this handbook is not a contract with students, it is one key resource for you to use in learning about our schools' policies, practices, procedures, guidelines and expectations. The board reserves the right for school administrators to exercise professional discretion when enforcing these policies, allowing for situational differences that may arise. The handbook has been organized to help answer your inquiries. This format was designed with the help of many parents, teachers, and school office personnel. We do hope you will invest some time in reading and using this book.

Our goal is to meet the needs of our students. As parents, you are our foremost partners in achieving that goal. Together, we can forge learning opportunities for each and every child attending our classes and programs. Communication is essential for our success. We ask that you work with your school's personnel to insure that information is exchanged in a positive and purposeful manner. We pledge to do the same. We look forward to working with each of you during the coming year.

Sincerely,

Jeff King	Carrie Ahlstedt	Rebecca Jurs	Daniel Schuth
Principal	Principal	Principal	Principal
Country Trails	Howard B. Thomas	Lily Lake	Prairie View

2017-2018 Elementary Student/Parent Handbook

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ENROLLMENT REQUIREMENTS

Kindergarten Age Requirement
If your child is five years old on or before September 1, he or she may be admitted to kindergarten.

Kindergarten and Transfer Student Documentation
All Registration Forms can be found on the district website at www.burlington.k12.il.us

- New Student Enrollment Form
- Verification of Residency & Enrollment
- Student Transportation Information Form
- Data Collection Form
- Home Language Survey
- CCUSD 301 Acceptable Use Policy
- Authorization for Release of School Student Records (Grades 1-5 who attended a different school)
- New Student Health Questionnaire
- Original county/state birth certificate (must be provided within 30 days of enrollment)
- Illinois State Transfer Form (Grades 1-5: from previous school if from an Illinois school)
- Current Report Card (Grades 1-5: from previous school)
- Physical with immunization record, eye exam, dental exam
- Records of Special Services (Special Education/504, Gifted, ELL/ESL)

Health Requirements and Information (Board Policy 7:100)
~~Please be reminded that it is the responsibility of the parent/guardian to ensure that the required documents are provided to school in the required time frames. The table below illustrates the documents needed:~~
It is the responsibility of the student's parent/guardian to ensure that the required examination and immunization forms are provided to the school at the required intervals and within the required time frames. The below table provides a summary of the required intervals and further information regarding the timeframes is shown underneath the table.

For new students enrolling in the District, prior to the first day of student attendance, the student's parent/guardian must submit a CCUSD 301 New Student Health Questionnaire to the school.

Requirements for:	**ECSE**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**NEW to IL**
Physical Exam	X	X						X			X				X
Dental Exam		X		X				X							K,2,6
Eye Exam		X													X
Immunization Requirements	X	X						X			X			X	X

~~Current Students~~
~~The state of Illinois requires that physical and eye exam forms be submitted to the school by October 15th. Dental exam forms to be submitted by May 15th.~~

~~New (Transfer) Students (first time attending an Illinois school)~~
~~Parents/guardians need to submit the following documentation:~~

1. ~~Physical exam form completed within one year of the first day of attendance~~
2. ~~Eye examination form completed within one year of the first day of attendance~~
3. ~~Dental exam form from the most recent of K, 2nd, or 6th grade~~
4. ~~District 301 New Student Health Questionnaire~~

~~The state of Illinois requires that physical and eye exam forms be submitted to the school by October 15th. If a student is enrolling after October 15th, the physical exam form must be submitted before the first day of attendance. Records will be reviewed for compliance with Illinois requirements.~~

~~Transfer Students (transferring within the state of Illinois)~~
~~Parents/guardians need to submit the most recent physical exam, eye exam, and dental exam forms that meet the state requirements as indicated in the table above and should complete a District 301 New Student Health Questionnaire. Documents should be submitted before the first day of attendance or a completed Student Transfer Form (ISBE form 33-78) from another Illinois school may be accepted.~~

~~Guidelines~~

~~Physical Examinations~~

- ~~An IHSA / IESA sports physical does not fulfill this requirement~~
- ~~Parents/guardians must complete & sign the Health History section on page 2 of the physical exam report~~
- ~~Reports must be dated within one calendar year prior to the first day of attendance~~

~~Immunizations~~

- ~~Certificate of Religious Exemption Form (new requirement as of Oct. 16, 2015) can be found at http://www.isbe.net/research/pdfs/immun-exam-gdlns-religious-exempt.pdf~~
- ~~Medical Exemption Guidelines are being revised at this time. A letter from the healthcare provider documenting the medical diagnoses and/or contraindications should be submitted to the school health office.~~

~~Eye Examinations~~

- ~~Exams must be conducted by a licensed optometrist or a physician licensed to perform complete eye examinations~~
- ~~Screenings conducted in school do not fulfill the requirement~~
- ~~Reports must be dated within one calendar year prior to the first day of attendance~~

~~Dental Exams~~

- ~~Documents are due for all K, 2nd & 6th grade students by May 15th of the school year~~
- ~~Reports must be dated within 18 months prior to the May 15th deadline~~

Health Examination & Immunizations

- The health examination form, including immunizations, must be submitted to the school by **October 15** of the current school year, unless an exemption or extension applies.
    - An IHSA / IESA sports physical does not fulfill this requirement. The ISBE health examination form is required.

    - Parent(s)/guardian(s) must complete and sign the Health History section on page 2 of the ISBE health exam form.
- Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.
- If such proof is not provided by **October 15**, the student will be excluded 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.
- 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 Examinations

- Proof of the required eye examinations must be provided to the school by **October 15** of the current school year.
- Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.
- Exams must be conducted by a licensed optometrist or a physician licensed to perform eye examinations. Screenings conducted in school do not fulfill the requirement.

Dental Examinations

- Proof of the required dental examinations must be provided to the school by **May 15** of the current school year.
- Exams must be conducted for the required grades within 18 months prior to May 15 of the school year.

Exemptions

- An exemption must be submitted by October 15 of the current school year with the required health examination/immunization form.
- Medical Exemptions:
    - If a medical reason prevents a student from receiving a health examination and/or any required immunizations, a statement from the student's physician must be submitted stating the student's medical condition and, for immunizations, providing a schedule for the administration of the immunization(s).
    - If a student is determined to be protected against a disease for which immunization is required, a statement from the student's physician must be provided stating the reasons and certifying that the specific immunization is not necessary or indicated.
- Religious Exemption:
    - A student's parent(s)/guardian(s) must submit the a completed and signed Certificate of Religious Exemption Form. The form is available on the ISBE and IDPH websites.

Dental & Eye Examination Waivers
A waiver is available for the required dental and/or eye examinations for students who show undue burden or lack of access to a dentist and/or an optometrist or physician who performs eye exams. The dental examination waiver is due by May 15 of the current school year, and the eye examination waiver is due by October 15 of the current school year. The waiver forms are available on the district website.

Homeless Child
Any homeless child shall be immediately admitted, even if the child or child's parent(s)/guardian(s) is unable to produce immunization and health records normally required for enrollment. See Board Policy 6:120.

GENERAL INFORMATION

Cafeteria
Elementary schools offer a USDA Reimbursable Value Meal each day. Each morning, classroom teachers' provide an accounting of the students who wish to have the "Value Meal of the Day", or a count of the students who wish to have a "Grilled Cheese Sandwich", in place of the meat/protein item and a count of how many students who brought their lunch from home and will be purchasing a milk. These counts are shared with the Head Cook so enough food is prepared and available each day.

- Students who choose the "Value Meal of the Day", will receive all meal components: meat/protein item, whole grain bread/pasta item, vegetables, fruit and milk. Students are served the "Value Meal of the Day" without eliminations.
- The cost of all menu items in the Value Meal are set at one meal price.
- If a student would like to have a non-meat item, they will be served a "Grilled Cheese Sandwich" in place of the meat/protein item, at no additional charge.
- Milk is sold to students who would like to have a milk with the lunch they brought from home or if the student would like an extra milk to drink with his "Value Meal of the Day".
- The only ala carte item sold in Elementary schools is milk. Each student will be charged for each carton of milk purchased.

A student's eligibility for free or reduced priced meals shall be determined by family size income guidelines set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.
So the system can work efficiently for all students, we ask that the following rules be observed:

1. Students are to eat only at their scheduled lunch time.
2. Students need to be orderly and move through the lunch line picking up their tray, proceed to the cashier and sit at a chosen table.
3. Students should pick-up all lunch debris from the table and floor and empty lunch trays into trash bins and return the trays to the kitchen.
4. Put lunchroom materials appropriate for recycling in the specified recycling containers.

Every student has a lunch account based on his/her Student ID Number. Money can be placed in the account by giving cash or a check to the kitchen, or by activating an account through www.myschoolbucks.com . (There is a $1.95 service fee charged by myschoolbucks.com for each lunch account deposit.) All checks given to the Head Cook or Cashier will be credited to

the student's lunch account. A student may not receive money back from a check given to Head Cook or cashier to credit his/her lunch account.

Central 301 Schools' Food Service Department is committed to serving lunches to all Elementary students. Due to varied circumstances, students may not have money to purchase a lunch. Elementary students will be allowed to charge up to $10.00 before they are given a cheese sandwich and milk at a charge of $1.50. Students will only be allowed to charge 5 milks or $2.00. Parents will receive notification weekly, via email, if your child's account becomes negative. The Negative Balance Policy also applies to students eligible for reduced price lunches.

Contacting Your Child's Teacher

We encourage you to contact your child's teacher if you have any questions about your child or our program. If you would like to speak to a teacher, please call the office. If you leave your name, number, and a brief message, we will have the teacher call you back as soon as possible. You may also contact the teacher by school email. Most emails follow this format: first name.last name@central301.net (john.smith@central301.net.) Keep in mind that our district spam filter may interrupt the delivery of some messages

Dress Code

We request your assistance in making sure that your child is dressed properly, particularly during the colder months. Students are encouraged to wear layers during the winter months; if the building temperature fluctuates during the day, it is easy to add or remove sweaters or sweatshirts. During the warm months students should wear cooler clothing. Please note:

- Clothing which is considered revealing will not be allowed on any student. Short shorts/skirts, bare mid-driffs, halter tops, exposed undergarments, spaghetti straps and other clothing items determined by school personnel to pose a significant distraction of the learning environment are not considered appropriate attire.
- For safe movement within and out of the building please provide appropriate footwear for your child.
- Articles of clothing that have weapons, alcohol, or tobacco messages are prohibited. Messages/logos on clothing must be appropriate to the elementary school environment.

~~Electronics (See Board Policy 6:235 and related exhibits)~~
~~CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.~~

Electronic Devices (Board Policy 6:235)

The District's electronic networks, including the Internet, is a part of the District's instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of all electronic devices allowed as part of the District's Bring Your Own Device ("BYOD") program and the CCUSD301 issued Chromebook must be consistent with District policies and procedures. Such electronic devices may be used during instructional time only for educational purposes as approved by the administration or teacher. Personal devices may be used by students during non-instructional time, such as during passing periods, lunch, and before or after school. Students may not place or receive phone calls during school day hours (8:50am-3:35pm).

Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, accessed via the District's electronic networks. The District's rules for behavior and communications apply when using the electronic networks. Refer to the Chromebook Handbook issued by the district.

Emergency Day: School Dismissal Due to Weather

At times during the winter, severe snow conditions may make bus transportation impossible or unsafe and all schools in the District will be forced to close or have a delayed starting time. In such cases, local radio stations will be notified prior to 7:00am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). The school may also utilize School Reach via phone and/or email to notify parents.

Also, on occasion during the school day, weather conditions may become severe and it may be advisable to close school early. Since it is impossible to notify parents when this is done, it is suggested that parents arrange with their child in advance where he/she should go if any early dismissal is deemed necessary.

Many bus routes have areas where buses are required to turn around in a driveway. At these points, during times with considerable snow and drifting, it may be advisable for the bus to stay on the main route and to eliminate all points where backing is necessary. Parents are requested to give their bus driver full cooperation and to provide transportation to and from the bus in all cases where snow conditions are bad.

Excuses from Physical Education and Recess

Medical Reasons

Students healthy enough to attend school are considered healthy enough to attend PE and recess. A parent note excusing the student from physical activity, PE and recess, can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted. ~~beyond this, a medical excuse from a physician is required. When a doctor is providing a medical excuse for a child, the note should include a diagnosis, restrictions needed, and the length of time for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed to release the student from restriction.~~

Any duration of time beyond two days will require a signed statement from the student's healthcare provider. The statement from healthcare provider shall include a diagnosis, any restrictions needed, and the length of the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction.

Religious Reasons

In addition, students may be excused from PE based on a religious prohibition. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Notes to excuse students from PE classes for religious reasons are to be presented to the Main Office. Office staff will notify the PE teacher of the excuse.

Items Brought to School

1. BIRTHDAY TREATS: should be in the form of a non-food item such as birthday pencils or bringing your favorite story to have the teacher read for the class. Food items are not allowed as they can distract from the educational environment and is counterproductive to the health curriculum standards.

2. BICYCLES, SKATEBOARDS, IN-LINE SKATES: If you ride a bike to school it must be walked on school property and parked in the bike racks provided. All bicycles should be kept locked when you are in the school building. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Bicycles may be ridden to and from school provided good safety rules are followed. Bicycles cannot be housed in the school. Bicycle racks will be off limits during school hours. Skateboards, in-line skates, and wheelies (including shoes with wheels built into them) are not allowed on school grounds. Any students found with such items will:
    a. receive a verbal warning
    b. have such item confiscated to be picked up by a parent/guardian
    c. have such item confiscated for the remainder of the school year

3. CELLPHONES: If a parent deems it necessary for a student to have a cell phone, the phone must be turned off and kept zippered in the child's backpack. Any misuse of a cell phone will result in disciplinary action as outlined in the Student/Parent Handbook. Examples of misuse include but are not limited to:
    a. Student Dismissal Using phone as a camera.
    b. Displaying inappropriate images/websites.
    c. Use of inappropriate language during calls or texts.
    d. Use of phone for harassment or intimidation.

4. FOOD/SNACKS: With regard to food, commercially prepackaged items that are clearly labeled with all ingredients are required. This applies to all school sponsored events.

5. GUM: No gum is allowed at school.

6. PETS: Due to student allergy and school safety issues, pets are not allowed in the school building or outside of a vehicle while on school grounds with the exception of a service animal which is permitted to accompany a student with a disability at all school functions, whether in or outside the classroom.

7. MOTORIZED VEHICLES: The use of unlicensed motorized vehicles on School District 301 property is prohibited. This includes but is not limited to all-terrain vehicles, dirt bikes, snowmobiles, go-carts, and any off-road vehicles. Consequences for this behavior may include suspension out of school as well as charges filed with local authorities.

Lost and Found

The lost and found is kept in a clearly marked container. Please label all items of clothing that a child removes during the course of a day (e.g. sweaters, mittens, hats, boots, gym shoes, etc.); proper labeling will help keep your child's things out of the lost and found. The schools donate all unclaimed lost and found items to charity after fall conferences and after the last day of school.

~~Lunch~~

~~Your children may bring their lunch from home or they may participate in our hot lunch program. All District 301 schools will be using an on-line payment system. Money can be sent to school in an envelope marked with the child's name, grade, and teacher's name or by going to the website and paying with a credit or debit card. Students who do not have a lunch or lunch~~

~~money will be given a lunch or sandwich and milk. Students will be billed for this lunch and a lunchroom staff member will contact parents regarding money owed.~~ (See "cafeteria" above)

Notification Regarding Sex Offender Information

Public Act 94-994, requires a principal or teacher to notify parents during school registration or parent teacher conferences that information about sex offenders is available to the public. The Illinois Sex Offender Information website is http://www.isp.state.il.us/sor.If you have any questions, please contact your building principal.

Outside Play

Please dress your child appropriately so that s/he may be outside when the weather permits. Snow and moderately cold weather do not keep the children inside. All children will participate in outdoor activities if the outside temperature with wind chill is 0 degrees or above. Snow pants and boots are required for children to play in the snow. Each school has playground rules to follow.

Parent-Teacher Organization / Committee (PTO/PTC)

Each of the elementary schools has a Parent-Teacher Organization / Committee. These organizations involve staff and parents in a partnership which betters the education of the children. The PTOs/PTCs donate time and money which are used to enhance the students' academic environment. All parents are welcome; we encourage you to join and participate.

Safety Drills

Periodically during the school year, safety drills will be held as required by Illinois law. When the alarm is sounded, students and teachers should proceed immediately according to appropriate procedures. Procedures for safety drills and school emergency and crisis response plans are posted in all classrooms.

School Safety

The safety of our students and staff is our first priority at each elementary building. During the school hours before 8:50am and after 3:45pm, all exterior doors are kept locked and access to the building will be limited. **Students are not to open any door to permit entry from outside the building, even if the person is familiar to the student**. Additionally, the propping or opening doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Failure to abide by this policy, may result in disciplinary consequences.

Student Insurance

If a student insurance program is offered, it will be the responsibility of the student's parents, not that of the school, to file claims with the designated insurance representative in the event of injury. When an optional student insurance program is offered, claim forms will be available in the school office.

Student Records and Directory Information (Board Policy 7:340)

~~A cumulative record folder is started when your child enters school. It contains basic identification facts, standardized test scores (when available), and other information which might be helpful to teachers (such as reading test scores). At your request, your child's folder will be made available for your examination. Please phone ahead so we can arrange to have a teacher or principal present to help you interpret the records.~~

Under the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA), parents/guardians and students over 18 years of age ("eligible students") have certain rights with respect to the student's education / school student records.

In compliance with Illinois and federal law, the District shall maintain two sets of student records. The **permanent record** shall include basic identifying information concerning the student, his or her parents' names and addresses, the student's gender, date/place of birth, academic transcripts, attendance record, health records required for enrollment, unique student identifier, a certified copy of the student's birth certificate, and a record of any release of this information. The permanent record may also include honors/awards received and information concerning participation in activities/athletics. No other information shall be placed in the permanent record.

The **temporary record** consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding any indicated report pursuant to the *Abused and Neglected Child Reporting Act*, health-related information, and accident reports. It also may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the *Rehabilitation Act of 1973*, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. 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.

CCUSD 301 may release directory information to the general public, including local media and military recruiters, and publish such information in a school directory, school yearbook, or similar District publications. The District has designated the following information as **directory information**: the student's name, address, telephone number, date and place of birth, major field of study, participation in school-sponsored organizations and activities membership on athletic teams, dates of attendance, and academic awards, degrees, and honors received. Directory information also includes photographs, videos, or digital images of students used for informational or news-related purposes of a student participating in a school or school-sponsored activity, organization, and athletics that have appeared in school publications However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information.

Parent(s)/guardian(s) or eligible students will be given the opportunity to object to the release of directory information prior to its release. A parent/guardian or eligible student may prohibit the release of any or all of the above-designed directory information by providing a written request to the Building Principal.

Parent(s)/guardian(s) or eligible students have the right to inspect, copy, and challenge the student's record. In addition, a student less than 18 years old may inspect or copy information in his/her permanent school record. A request to inspect or copy a student's school record shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 school days after the receipt of such a request. Parent(s)/guardian(s) may request a qualified professional to be present to interpret the student's records. Access shall not be granted the parent(s)/guardian(s) or the student to the following: confidential letters, recommendations concerning the admission to a post-secondary educational institution; application for employment. For further information, please contact your Building Principal.

Unless the District has actual notice of a court order or a notice of a *parenting plan* under the *Illinois Marriage and Dissolution of Marriage Act*, indicating otherwise: Divorced or separated parents/guardians with and without *parental responsibilities* (formerly custody) are both permitted to inspect and copy the student's school student records. The District will deny access to a student's school records only to a parent against whom an order of protection was issued if the order of protection prohibits the parent from inspecting or obtaining such records. CCUSD 301 shall maintain and destroy student records in accordance with Illinois and federal law. A student's permanent record is maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District. A student's temporary record is maintained for at least 5 years after the student has graduated, withdrawn, or transferred from the District. Upon graduation, transfer, or permanent withdrawal of a student from the District, the school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. Parent(s)/guardian(s), or the student if at least 18 years of age at the time of the request, may request a copy of the student's records prior to the destruction date for a copying fee.

Parent(s)/guardian(s) and eligible students have 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, SW, Washington DC 20202-4605.

Suspected Child Abuse

State law requires all school personnel to inform the Department of Children and Family Services (DCFS) of suspected cases of child abuse. We recognize parents' rights to administer physical punishment, but punishment which is thought by the school to be excessive must be reported to this state agency.

Transferring Schools

If you anticipate moving, please notify the school of your intentions. You need to sign a release form from the new school so that we may process their request for records without delay.

Visiting the School

Our partnership with parents is highly valued. Our shared commitment to teaching and learning is the foundation of that partnership. To that end, you are welcome to visit school and we ask that you do so in partnership with the classroom teacher to ensure that a mutual purpose aides in the learning experience for all students. Please contact your child's teacher ahead of time to set up a schedule and purpose for the visit.

The district is committed to providing a safe environment for all students and staff. When you do visit, please stop by the office to ***sign in and secure a visitor's pass***. This identifies you to school personnel and all students as a visitor in the building. This also gives us the chance to check your child's schedule. Because of the need to maintain the security of our building after hours and the safety of our community members, please understand that we will not be able to guarantee access to classrooms after 3:45pm. If you would like to have a conference with your child's teacher, please call ahead so that a time can be arranged that will be convenient to you and the teacher.

ACADEMIC POLICIES

If students and/or parents/guardians have questions related to the policies or procedures of the instructional process at the elementary level, the student and/or parent/guardian should first contact the assigned classroom teacher. Many times this communication clarifies the situation. The second step is to arrange a conference with the Principal or Assistant Principal.

Field Trips

Field trips correlate with the educational program. Our faculty prepares and defines trip objectives before a field trip is taken. Field trips are considered to be an extension and enrichment of the normal classroom. If prior notice is given by a parent denying attendance for a field trip and remains in school for the duration of the experience, a comparable assignment will be given to the student during that time.

In addition, students who attend the field trip will not be allowed to have a parent drive them separately to/from the location of the event.

Detailed descriptions of the trip and permission slips will be sent home prior to each field trip. The permission slips must be signed and returned for your child to participate. Unfortunately, field trip money is nonrefundable. If a child does not go on a field trip but attends school, a related educational experience is provided.

Grading

Grades are available electronically to parents and students after the end of each nine week grading period via the on-line report card in a student's Skyward "portfolio". Beginning in 3rd grade, parents and students are encouraged to monitor student progress throughout the semester via the Skyward "gradebook". *(Remove the rest:* by logging on to Skyward. All grades are available and viewable in the Skyward Portfolio (K-2) or Skyward Gradebook (3-5).

Homework

Homework is a vital part of education. Homework is not assigned as a punitive measure; it helps students learn and develop skills. Encouraging your child to complete assigned work to the best of his or her ability will help your child assume responsibility for learning. As general rule of thumb, students on average can expect 10 minutes of homework, per night, per grade level, outside of reading time. For example, a typical third grader could expect 30 minutes of homework plus independent reading time per night.

Parent Reports

Teachers and parents need to exchange information for the benefit of each student. Communication between home and school needs to be accurate and supportive. A child's

attitude toward school is in part determined by how effective communication is between home and school. Elementary schools issue report cards quarterly (or at the end of quarters 2, 3, and 4 for kindergarten.)

Retention Policy

The District reserves the right to retain a student at any grade level. This decision is based upon professional evaluation and consideration of a student's individual circumstances.

ATTENDANCE AND TRUANCY

Our attendance policy is based upon the firm belief that students are most successful when they are present in class and in school:

1. In accordance with Illinois compulsory attendance requirements, it is the policy of CCUSD 301 that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attribute of regular attendance, punctuality, and participation.
2. Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Parents/guardians are to follow proper procedures to inform the school when their child is absent and to provide a reason for the absences.

Attendance Procedures

Parents/Guardians and students should be aware of and follow these procedures:

1. When a student is absent from school, the student's parent/guardian is requested to contact the school between 7:45am-9:00am to inform the attendance secretary of the student's absence.

~~**2.** A parent/guardian phone call made on the day of the student's absence shall be counted as an excused absence. If a parent/guardian fails to make a phone call on the date of the student's absence, the absence shall be counted as "unverified," unless a note is received from the student's parent/guardian to confirm the absence. If the parents do not call the school office, phone calls to parent's home and work will be necessary.~~

Leaving School Early

1. Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the Attendance Office before leaving school. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature. Parents are encouraged to communicate any dismissal changes **no later than 2:30pm.**
2. If a student is ill during the day, the student must check out in the Nurse's Office before leaving the building. Students should not arrange for parents/guardians to pick them up, or to leave school using their own car, without first having been seen by the Nurse. When the Nurse is not in the building, a student who is ill should report to the Main Office.

Absences (Board Policy 7:70)

Central School District recognizes three (3) categories of absences:

1. Excused absences
2. Unexcused absences
3. Truant absences (after the 9th unexcused absence)

Excused Absence**:** An excused absence is recognized as:

1. A student's personal illness,
2. A death in the immediate family,
3. A family emergency,
4. Observance of a religious holiday,
5. Medical visits,
6. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health,
7. Other situations beyond the control of the student (such as court appearances)
8. Other reasons approved by the Superintendent or designee,

~~Absences for any other reason may be considered unexcused.~~ A physician's note may be required to excuse a student and/or for returning to school after **the third consecutive day of being reported ill**. If medical documentation is not provided, the absence may be marked "unexcused." Students that have an excessive amount of absences due to being sick may be required to provide a doctor's note to excuse the absences.

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however the school does not. The following are unexcused absences (even with parental/guardian consent):

(1) Missing the bus
(2) Vacations/going out of town
(3) Needed at home
(4) Other avoidable absences

Truant Absences: Truancy is defined as absence without valid cause for one or more periods of the student's school day. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardies within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent-teacher/administrator conferences, student counseling, and/or involvement of the Kane County Truancy officers and/ or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

Vacation Absences: Because the District believes in the importance of students being present in their academic classes during the school year, extended pre-arranged absences such as family vacations are considered unexcused ~~will no longer be considered excused~~. The District

strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Teachers are not required, and often are unable, to provide advance assignments. Schoolwork missed because of family vacations must be made up upon the student's return in accordance with policy.

Tardiness: Students are expected to be in class on time, so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardies. Students may be considered tardy if they arrive after the bell has rung. Students may receive consequences for excessive tardies.

Makeup Work

~~Students who are absent from school will be allowed to make up work for equivalent academic credit. Students will generally be given a day to make up work for every day missed, starting with the first day the student returns to school. Teachers are not required to provide academic assignments until the student returns to school. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work in a timely manner may result in a lowering of grades.~~

Students who have excused absence(s) from school will be allowed to make up work for equivalent academic credit. The time allowed for makeup work will generally be one school day for every class period missed, starting with the first day the student returns to school. In extenuating circumstances a student may ask his/her teacher, school counselor, or the principal for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

The makeup rule applicable for students who are receiving Home or Hospital Instruction is set forth in the Student Services of this Handbook under the heading Home and Hospital Instruction.

Attendance at Extra-Curricular Activities

Students who are absent, or who left school for an illness during the day, will not be allowed to attend or participate in extra-curricular activities until they have attended school.

MEDICAL INFORMATION/POLICY

Communicable and Chronic Infectious Diseases (Board Policy 7:280)

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.

Please notify the school health office immediately for all contagious conditions so we can take proper measures within the school environment. All children suffering from contagious conditions must be excluded from school until no longer contagious.

In the case of head lice, please contact the nurse or principal immediately so that we can take proper measures in the classrooms and elsewhere within the school. Please instruct your child NOT to share combs, brushes, hats, scarves, and other "communicable" items.

Examples of communicable diseases and the procedures for re-admittance are as follows.

Communicable disease:	**Return to school…**
Chickenpox	A minimum of 5 days after eruption of last vesicles; once all vesicles have dried & crusted over; as directed by health dept.
Hepatitis	With doctor's written permission
Hand, Foot and Mouth	When fever is gone, and there are no open, draining lesions in mouth or on hands.
Impetigo	24 hours after initial dose of medication with lesion covered and/or no drooling/saliva
Measles	A minimum of 4-5 days after appearance of rash, with doctor's written permission, as directed by health dept.
Mononucleosis	With doctor's written permission; absence of fever > 100
Mumps	A minimum of 5 days after onset of swelling, and with doctor's written permission, as directed by health dept.
MRSA	24 hours after initial dose of medication and lesion begins to shrink, unless lesion can be covered
Pertussis (Whooping Cough)	A minimum of 5 days after initial dose of medication or until 3 weeks after onset of cough, and with doctor's written permission
Pink eye (Conjunctivitis)	24 hours after initial dose of medication
Rash of unknown origin	With doctor's written permission
Ringworm	24 hours after initial dose of medication and lesion begins to shrink, unless lesion can be covered
Rubella	A minimum of 7 days after appearance of rash, with doctor's written permission, as directed by health dept.
Shingles	When all lesions are crusted , and with doctor's written permission
Strep Throat/Scarlet Fever	24 hours after initial dose of medication and fever free
TB	With doctor's written permission

Injuries/Illness

A student who becomes ill or is injured at school may ask their teacher to be seen in the health office. Students who are exhibiting concerning symptoms will be sent to the health office by their teacher. If the possibility exists that the student may go home, the parent/guardian will be contacted by the nurse or office staff, not by the student on his/her device, to collaborate on that decision. Students must report to the nurse or office staff before going home ill or the absence may be considered 'unexcused.' When the nurse is not in the health office, a student who is ill should report to the main office.

It is expected that injuries/illness that occur outside of the typical school day will be cared for by parents / guardians prior to arrival at school.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious condition; the parent/guardian is expected to arrange transportation.

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In emergency situations, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency. Parents should select emergency contacts that are available to pick up their child in a timely manner, if they are unable to.

If your child exhibits any of the following, do not send child to school or if your child exhibits any of the following during the school day s/he must go home.

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (3 or more loose stools in past 24 hours, or stools that contain blood)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness

Criteria for re-admittance is generally based upon evidence that the child is no longer contagious; this may include a release from the physician, absence of symptoms for over 24 hours without medication, or documentation of treatment; these determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

Medication Administration (Board Policy 7:270)

~~Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before or after school hours. In situations when a student's health could be compromised by not receiving medication during school hours, school district guidelines must be followed in administering prescription and over-the-counter medications.~~

Whenever possible, the parent/guardian should make arrangements for medication to be administered at home, before or after school hours and not at school or school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for a student to take medication during school hours or school-related activities, the student's parent/guardian must request that the school dispense the medication to the student and school district guidelines must be followed for dispensing or administering the medication. The District may reject requests for administration of medication.

No District employee shall administer to any student, or supervise a student's self-administration of, any medication until the required documentation is completed, signed, and submitted by the student's parent/guardian. No student shall possess or consume any medication on school grounds or at a school-related activity other than as provided in the District's policy and these guidelines:

1. Medication is defined as either prescription or over-the-counter drugs.

2. Medication will not be given by a school employee without the completion and submission of a Med-A form or Individual Health Plan (IHP) signed by both the parent, and the medical doctor when required. ~~Special~~ Specific forms are ~~now~~ required for students with *asthma, diabetes, allergies, and seizures.* Forms & packets can be obtained in the school office or on the district website. ALL medications, even short-term treatments, ointments, or cough drops, require this documentation. Parent(s)/guardian(s) of a student with asthma are requested to submit an Asthma Action Plan for the student. If provided, the Asthma Action Plan will be kept on file by the Nurse. The District's

Asthma Emergency Response Protocol is available from the Main Office or Nurse's Office.

3. The Med-A & IHP forms must be completed annually or each time a prescription changes.

4. ~~Children may self-carry inhalers and epi-pens only when specific district self-carry administration forms have been completed and are on file in the health office as per district policies; forms and packets can be obtained in the school office or on the district website at www.burlington.k12.il.us.~~ (see new section below)

5. For safety, students may not transport medication to and/or from school. It is the parent's responsibility to personally deliver the medication to school and to pick up any "left-over" medication at the close of the school year. Any medication left at the school at the end of the school year will be disposed of in a safe manner.

6. Medications must be in their original containers ~~labeled with the student's name, dosing information and expiration date~~ and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.

7. Medications at school will be stored in a locked cabinet in the school nurse's office or in the school nurse's refrigerator if required.

8. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications).

9. Medication dispensing guidelines include:

    a. Medications will be dispensed to one student at a time.
    b. The designated school employee will transfer the indicated dosage from the container to the student.
    c. The designated school employee will initial the Individual Student Med Log form at the time it is administered.

10. Field Trip Medications: Only routine 'daily' medications and 'emergency' medications are sent on field trips. A Meds-A form and /or IHP must be on file in the health office to ensure those medications are taken on the field trip. Medications such as Tylenol/Advil/Pepto-Bismol are considered 'as needed' and are not taken unless pre-arranged by a parent or guardian and the school nurse.

Privacy Practices (Board Policy 7:15)

~~State law mandates strict privacy rules. As a result, school personnel cannot contact a doctor, dentist, nurse, or pharmacist about a student, health records, or health exams unless the parent/guardian gives written consent. If desired, a consent form permitting communication between health care professionals and the school nurse can be provided to the school.~~

Pursuant to Illinois and Federal law, school personnel cannot contact a student's physician, advanced practice nurse, physician assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school can be obtained in the main office.

Self-Carry & Self-Administration of Medication

A student may possess ("self-carry") an asthma inhaler or epinephrine auto-injector (EpiPen®) prescribed for immediate use at the student's discretion, provided the completed Med-A form and other required forms (available in the Nurse's Office and on the District's website) are signed and returned to the Nurse's Office.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

The District may authorize the provision of an epi-pen to a student authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student that meets the prescription on file.

Nothing in these guidelines or the District's student medication administration policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

A student's possession, distribution, or use of any medication (including non-prescription drugs) without proper authorization is in violation of the school policy relating to drug use, and the student may be subject to discipline (see Discipline).

Significant or Chronic Health Conditions

To promote wellness, District 301 encourages the development of individualized healthcare plans for students with significant or chronic health conditions. If your child has diabetes, asthma, allergies, or seizures, please complete the necessary forms. Contact your building nurse to develop an individualized plan for any other concerning conditions.

STUDENT SUPPORT SERVICES / SPECIAL EDUCATION SERVICES

In accordance with state and federal legislation regarding the education for students with disabilities, Central District 301 offers a wide range of programs and services to eligible students age three to twenty-two.

Education of Children with Disabilities (Board Policy 6:120)

~~Students with disabilities receive special education assistance within the learning environment determined most appropriate: within their home schools and the regular classroom environment;~~

~~within special education classrooms; or within non-district facilities when alternatives to the public school setting are needed. Central District 301 works cooperatively with Mid-Valley Special Education Cooperative and Northwestern Illinois Association (NIA) to provide a full continuum of special education and related services.~~

~~In accordance with the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Central District 301 has also developed policies and procedures designed to assure an appropriate education to eligible students. Additional information regarding these programs and services can be obtained by contacting your building principal or the Student Services Department.~~

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 the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Home and Hospital Bound Instruction (Board Policy 6:150)

~~All students who attend Central District 301 schools may be eligible for homebound tutoring if they are unable to attend school for an extended period of time because of illness or disability. For more information please contact your building principal.~~

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for

special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. A student qualifies for home and hospital instruction when a physician anticipates a student's absence due to a medical condition for an extended period of time (i.e., for 2 or more consecutive weeks) or on an ongoing intermittent basis (i.e., the child's medical condition is such a nature or severity that it is anticipated the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absence).

Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized educational program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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

Homeless Information (Board Policy 6:140)
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-Vento Homeless Assistance Act and Illinois Law.

For more information, contact:
Dr. Todd Stirn, Superintendent of Schools and Homeless Liaison (847) 464-6005
Deborah Dempsey, Kane County Homeless Liaison, McKinney/Vento Equal Chance Program (630) 444-2974.

Illinois State Board of Education (ISBE) website: www.isbe.net/homeless; phone at 800-215-5379; email: homeless@isbe.net

Medicaid Data Release – Special Education Students Only

If your child receives special education services and is also Medicaid eligible, Central CUSD #301 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date, and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or any time in the future, please state your objection in writing

and forward to the Director of Student Support Services, at 275 South Street, Burlington, IL 60109.

Regardless of your decision, CCUSD #301 must continue to provide, at no cost to you, the services listed in your child's IEP. This program has no impact on your child's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

a) Decrease lifetime coverage or any other public insurance benefit,
b) Result in the family paying for services that would otherwise be covered by Medicaid,
c) Increase your premiums or lead to discontinuation of benefits or insurance, or
d) Result in the loss of eligibility for home and community-based services

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

Response to Intervention / Problem Solving Team

In accordance with regulations set forth by the federal and state educational departments, Central must use a process known as Response to Intervention (RtI) to determine entitlement for special education services. A problem solving team (PST) consisting of two or more school staff members (Principal, School Psychologist, School Social Worker, Resource Teacher, Speech Pathologist, Reading Specialist, ELL teacher and/or OT/PT Specialist) ~~School teams~~ identify students struggling academically, emotionally, and/or behaviorally~~. and are~~ This PST team is responsible for developing interventions to increase skills and monitor student progress. If a student is determined to be eligible, services may be delivered by speech and language therapists, occupational and physical therapists, school psychologists, school social workers, special education teachers, paraprofessionals, and hearing and vision itinerant teachers. With regard to the identification of students in need of special education, the district provides the following screenings: vision and hearing screenings, speech/language screenings, and early childhood screenings (ages 3-5).

SCHOOL DISCIPLINE POLICIES

Philosophy of Discipline

It is the sincere desire of CCUSD 301 that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of Central School District 301 to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

Disciplinary consequences and interventions will be made to ensure that all students receive a high quality education in a positive, non-threatening environment and assist with the development of productive members of society. Students, parents, administrators, faculty, and staff will cooperate in the creation of the discipline policy, its periodic review, and its fair and consistent enforcement.

Considerations include:

- Student's age
- Ability-functioning level
- Seriousness of the offense

- Frequency of inappropriate behavior
- Circumstances and intent – including family circumstances and/or home environment situations
- Potential effect of the misconduct on the school environment
- Relationship of the behavior to any handicapping condition
- Relationship of the behavior to alcohol or drug influence

Student Behavior Policy (Board Policy 7:190)

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:

    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, 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. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

   CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used during passing periods, lunch, before or after school, or in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.

6. Using or possessing a laser pointer or cell phone flashlight unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present

school identification, or submit to a search.

8. 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.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

12. Entering school property or a school facility without proper authorization.

13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

14. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

15. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

18. 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.

19. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintended or designee.

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.

Additional Examples of Prohibited Misconduct and Gross Disobedience
Additional examples of prohibited misconduct and gross disobedience include but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; transportation violation; the inappropriate use of the district's network or district's devices.

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

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

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

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

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

1. Verbal Warning

2. Detentions

3. Notifying parent(s)/guardian(s).

7. Disciplinary conference.

8. Withholding of privileges / removal of privileges

9. Temporary removal from the classroom.

10. Return of property or restitution for lost, stolen, or damaged property.

11. Alternative Learning Environment. The Building Principal or designee shall ensure that the student is properly supervised.

12. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

13. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

14. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

15. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities.

16. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.

17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. 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.

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

MISCONDUCT BY STUDENTS WITH DISABILITIES (Board Policy 7:230)

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for students with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

DEFINITION OF DISCIPLINE MEASURES

Detentions

A detention is a period of time to be made up before school, after school, or during lunch. A detention may be assigned by school staff or an administrator.

Alternative Learning Environment

Administrators may temporarily assign a student to an alternative learning environment on school grounds as a consequence for gross disobedience or misconduct. During this time, students are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the administration. Students who are assigned to the alternative learning environment will be provided an opportunity to complete their academic work.

Saturday School

Saturday School will be held periodically throughout the school year to serve as a disciplinary consequence for a student's gross disobedience or misconduct. Saturday school half sessions run from 8:00 am to 10:00 am, and full sessions run from 8:00 am to 12:00 pm. Students who fail to attend, arrive late, or are removed from Saturday School due to gross disobedience or misconduct will be considered to have missed the session and may be subject to further disciplinary consequences.

School/Community Service Program

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community

Out of School Suspension (Board Policy 7:200)

An out-of-school suspension is a temporary exclusion from school due to a student's gross disobedience or misconduct. School officials may impose out-of-school suspensions of one (1) to ten (10) school days. Longer suspensions may be imposed by the Board of Education. The District's suspension procedures are set forth in Board Policy 7:200.

When a student is suspended from school, he/she may not participate in or attend any District activity or event and is prohibited from being on District property.

A suspended student will have an opportunity to make up any missed work for equivalent academic credit. The work missed during the student's absence due to a suspension from school must be made up within a period of school days equal to the number of days missed due to being suspended.

Students who are suspended from school for five (5) or more school day will be informed of what, if any, appropriate and available support services will be provided to the student during the his/her suspension from school. These services may include, but are not limited to: a mentor program, social work, tutoring, etc.

A re-engagement meeting between the student, family, and school staff and administrators may be held upon a student's return to school from any period of suspension. The purpose of the meeting is to assist the student in the transition back to school.

Expulsion by the Board of Education (Board Policy 7:210)

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) of the student have been provided a written request to appear at a hearing

before the Board or with a hearing officer appointed by it. The District's expulsion procedures are set forth in Board Policy 7:210.

A student who has been expelled from school may not participate in or attend any District activity or event and is prohibited from being on District property during the period of the expulsion.

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into District.

Student Search and Seizure (Board Policy 7:140)

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

School Property and Equipment as well as Personal Effects Left There 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 Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

BULLYING POLICY (BOARD POLICY 7:180)

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

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

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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' 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.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or

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

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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.

   Complaint Manager:

   Esther Mongan
   Name
   275 South St., P.O. Box 396, Burlington, IL 60109
   Address
   Esther.mongan@central301.net

Email
847-464-6005
Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
   c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

   The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, 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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be

distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
    b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
    d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
    f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

BUS TRANSPORTATION (Board Policy 7:220)

Illinois State Law requires that School Districts provide transportation to and from school for

all public school pupils living more than 1 1/2 miles from their school of attendance. Where a hazard is identified which significantly jeopardizes the safety of a student (due to vehicular traffic), the district will follow the State of Illinois guidelines. **All students are assigned a District 301 bus unless they are within walking boundaries.**

The State of Illinois has very strict legislation on the matter of school buses. District 301 is committed to carrying out these regulations in order to provide the most efficient and safest transportation possible. ~~Usually common sense will clearly tell the pupil what his/her conduct should be in any school bus situation. However,~~ The following rules are included here to ensure students and parents have an understanding of what is expected while entering, riding, or leaving the school bus.

Instructions to Parents

Busing information for the current school year is available for viewing on the district's website through ~~E-link, burlington.k12.il.us~~ the busing information link. ~~E-link~~ This is a web based program which will provide you with the most current busing information such as bus time, bus stop location and bus number.

Students should not be removed from the bus during the boarding/releasing of buses. Parents must give 60 minutes notice to the school to avoid any confusion during dismissal.

~~**A Student Transportation Information Form needs to be completed for ALL students regarding their transportation arrangements. Please allow 48 hours to process any busing changes and then check the e-Link for the updated changes.**~~

Please complete the Student Transportation Information (STI) form ONLY if you require busing to/from an alternate location within your attending school's boundaries, if you do not require CCUSD 301 transportation, or if you are making a change to your child's transportation. Students are allowed only one inbound bus and only one outbound bus. (Accommodations cannot be made for different buses on different days.) Please allow up to 48 hours to process any changes to your student's transportation. To verify the request has been processed, please visit the Bus Info link located at www.burlington.k12.il.us. Contact Dr Todd Stirn with questions about transportation for foster care students.

Instructions to School Bus Riders

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. The CCUSD 301 Transportation Handbook, which is included in this handbook governs school bus conduct.

~~School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates some adult to supervise the riders. Any pupil who violates the regulations below will be reported by the driver to the building administration via a bus conduct report and a consequence will occur. This is in addition to the expectations and enforcement of other school rules as outlined in the student handbook. Days of bus riding suspension will be effected only when a student is in school. That is, if a student is suspended from bus riding for one day, he/she must be in attendance at school for one day without riding the bus.~~

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations and/or school rules while riding the bus may be reported by the bus driver

to the Principal or Assistant Principal via a bus conduct report and a disciplinary consequence may be issued to the student. Transportation guidelines are in addition to CCUSD 301 policies and procedures, including those outlined in this Student Handbook.

1. Students may only ride their assigned school bus.

~~2.~~ Arrive at your designated bus stop **(5)** five minutes prior to your scheduled pickup time. ~~Students may only ride their assigned school 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.

3. Remain in your assigned seat while the bus is in motion**.**

4. Always be alert and listen for any instructions given by the driver.

5. Windows are to remain at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.

6. Refrain from abrupt, loud noises and/or an unnecessary confusion that could divert the driver's attention from safely driving the bus. Be absolutely quiet when approaching and crossing a railroad tracks.

7. Refrain from littering, defacing or destroying bus property. Never tamper with the bus or any of its equipment.

8. Assist in keeping the bus safe and sanitary at all time. Eating, drinking or gum chewing is not allowed on the bus.

~~9. Animals are not allowed on the bus.~~ Do not bring any animals on the bus, unless a service animal.

10. Take all belongings with you.

11. Respect the driver, fellow pupils and yourself. Help look after the safety and comfort of smaller children.

12. Do not ask the driver to stop at places other than the regular assigned bus stop. The driver is not permitted to alter their route without proper authorization from an administrator.

~~13. Observe safety precautions at discharge points. Know and observe the rules. When it is necessary to cross the roadway proceed to a point at least 10 feet in front of the bus on the right shoulder of the roadway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.~~ Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.

14. Students must sit three (3) in a seat on the school bus when necessary due to the

load.

15. ~~The same rules and regulations apply on other school sponsored trips as between home and school. Respect the wishes of the chaperone appointed by the school.~~ It is imperative that all students actively observe and support these transportation regulations and actions. The same rules and regulations apply on all bus trips, including for school sponsored trips as well as between home and school. Students who are unable to abide by the rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences depending on the severity of the action.

Students who are suspended from the bus and who do not have alternative transportation to school will be provided the opportunity to make up any missed work for full academic credit pursuant to the "Makeup Work" rules set forth in the Attendance and Truancy Policy of this Student Handbook. It is the responsibility of the student's parent to notify the school principal or other administrator that the student does not have alternative transportation to school to ensure the student receives appropriate make up work.

Restricted Items

1. Because of the potential for disrupting the school bus driver, certain items are not to be brought on the bus. Some examples of such items could be, but are not limited to:

-skateboards	-cameras	-sleds	-snowboards
-toys	-in-line skates	-playing cards	-laser lights

** In some cases the student may seek approval from the Transportation Director or building administration for special situations (i.e., field trips, athletic trips, etc.)

2. Cell Phones and other electronic devices may be used responsibly on the school bus. Any misuse of these items will result in disciplinary action as outlined in the Student/Parent Handbook. Bus drivers are not responsible for devices lost, damaged or stolen. Examples of misuse include, but are not limited to:
    - Using device as a camera
    - Displaying inappropriate images/website
    - Use of inappropriate language
    - Use of device for harassment or intimidation
3. Music Devices are allowed on the school bus as long as they are kept at a volume that cannot be heard by others and the listener can still hear emergency directions. Music devices must be in the student's backpack before exiting the bus

Kindergarten Transportation

The parent/guardian or older sibling must be present when kindergarten student is dropped off. It is district policy that If no one is available at drop off location, the bus driver will notify the school of the situation and the school will notify the parent/guardian that the student will be brought back to the school for parent pick up.

BOARD OF EDUCATION MEMORANDUM

TO: DISTRICT 301 BOARD OF EDUCATION

FROM: ESTHER MONGAN, ASSISTANT SUPERINTENDENT

SUBJECT: TRANSITIONAL BILINGUAL EDUCATION PROGRAM

DATE: 3/17/2017

Resources for ELL TBE Program- Total Cost $17,649.36

TEACHER MATERIALS – class sets

Resource	Copies	Unit Cost	Total Cost
Sound Spelling Transfer Kit 1 Day Professional Development	3	$595.00	$ 1,785.00 $ 2,000.00
Guided Reading En Espanol Complete set	3	$1922.35	$ 5,767.06
Guided Reading Lecturas Cortas, K-6 Set	3	$2699.10	$ 8,097.30
Total Cost			$17,649.36

Rationale:

Resources needed for the Transitional Bilingual Education (TBE) program. This program will cover students from kindergarten to grade 5. We have had a growing population of Spanish speaking students within the district. This increase requires us by law to provide Transitional Bilingual Education Services.

Central Community Unit School District 301
Student Enrollment Report

Date March 16, 2017

School	Count	EE	KDG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Current Total	Last Month Total	Change
Country Trails	2016		113	100	120	111	96	97								637	639	-2
	2015		92	112	107	89	90	83								573		
H.B. Thomas	2016	97	97	86	91	72	81	80								604	596	+8
	2015	77	81	83	71	83	74	89								558		
Lily Lake	2016		24	45	31	33	36	30								199	200	-1
	2015		38	31	32	33	31	51								216		
Prairie View	2016		121	109	108	103	111	82								634	633	+1
	2015		98	99	106	111	78	76								568		
Prairie Knolls MS	2016								326	335						661	661	0
	2015								320	288						601		
Central MS	2016										280					280	281	-1
	2015										268					267		
Central HS	2016											292	259	257	239	1047	1046	+1
	2015											255	253	255	241	1004		
TOTAL DISTRICT	**Head**	97	355	340	350	319	324	289	326	335	280	292	259	257	239	**4062**	**4056**	+6
		77	309	325	316	316	273	299	320	288	268	255	253	255	241	3787		
Special Education																		
Out-of-District		1	4	2	4	1	8	2	6	2	1	2	2	3	10	48		

Contract Class Size Language	Aide/Split
Kindergarten - 2	23/26
Grade 3 - 5	25/28
Grade 6-8	30 split
Grades 9th -12th	31 split

6th Day Enrollment	Year to Date +/-
4005	**56**

***6th day 2015/2016 - 3783**

central

Pam Israelson <pam.israelson@central301.net>

FOIA Request

1 message

Sulema Griffin <Sulema@sheetmetalwerks.com> Tue, Mar 7, 2017 at 11:15 AM
To: "pam.israelson@central301.net" <pam.israelson@central301.net>

Hello,

Attached is my FOIA request.

Thank you!

Sulema Griffin

455 East Algonquin Road.

Arlington Heights, IL 60005
847-827-4700
847-827-4770 - fax

KoolDuct
a Kingspan KoolDuct System Delivery Partner

Burlington FOIA.pdf
480K

pam.israelson@central301.net

School Board

Exhibit - Written Request for District Public Records

All requests to inspect and/or to obtain a copy of a District record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to the District's Freedom of Information Officer. Copying fees, if any, must be paid before copies will be provided. The Freedom of Information Officer can give you an estimate of the copying fees, if any.

Sulema Griffin	*Sulema@sheetemetalwerks.com*
Name of individual(s) requesting District records	Email address
455 E. Algonquin Rd.	(847)827-4700
Address	Telephone number
Arlington Hts. IL 60005	3/07/17
City State Zip	Date of request

☒ Please check if this request of records is being made for a commercial purpose. Section 2 of the Freedom of Information Act states: "*Commercial purpose* means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. Section 3.1 states: "It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body."

☐ Please check if a fee waiver or reduction is being requested. Section 6 of the Freedom of Information Act states: "Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit."

Please indicate your reason for requesting a fee waiver:_____

_____

	Check if you are requesting:		
Record description (*Please be specific*)	Electronic Copy	Inspection	Copy
HVAC contractor for project for District 301 Central High School	X		

central

Pam Israelson <pam.israelson@central301.net>

Fwd: Contact Info

1 message

Dan Polowy <dan.polowy@central301.net> Tue, Mar 7, 2017 at 6:41 PM
To: Pam Israelson <pam.israelson@central301.net>

This is the HVAC contractor for phase one and we will be recommending them to board for phase two as of right now. Let me know if you need any other information. Dan

---------- Forwarded message ----------
From: **Josh Campanelli** <joshcampanelli@shalesmcnutt.com>
Date: Tuesday, March 7, 2017
Subject: Contact Info
To: Dan Polowy <dan.polowy@central301.net>

Dan,

Please see info below for Mechanical Concepts.

Nick Rex | **Project Manager**

Mechanical Concepts of Illinois, Inc.

333 South O'Hare Drive | Romeoville, IL 60446

p 630.724.0891 x121 | f 815.838.5364 | c 630.888.0733

email: nrex@mechconcepts-il.com

Josh Campanelli, LEED AP

shalesmcnutt CONSTRUCTION

425 Renner Drive

Elgin, IL 60123

P- 847-622-1214

f- 847-622-1224

joshcampanelli@shalesmcnutt.com

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Dan Polowy

Director of Facility Operations

Central Community Unit School District 301

(847) 464-6050

central

Pam Israelson <pam.israelson@central301.net>

Re: SmartProcure FOIA Request Central Community Unit School District No. 301 For PO/Vendor Information

1 message

Gabriella Lauricella <glauricella@smartprocure.us> Wed, Mar 8, 2017 at 11:54 AM
To: daina.pflug@central301.net
Cc: pam.israelson@central301.net

Dear Daina,

This email serves as confirmation that we have received records from Central Community Unit School District No. 301. SmartProcure thanks you for taking the time to answer our request. We will begin the process of combining your records with thousands of other government agencies' records nationwide.

Government purchasing agents use the records to save research time, negotiate better pricing with vendors, get quotes, or simply to find new vendors.

Here is a link with more information about what we do with the records. Again, we appreciate your assistance.

Best regards,

Gabriella Lauricella
Data Acquisition Specialist
SmartProcure
Direct: 954-613-9528
Email: glauricella@smartprocure.us | www.smartprocure.us
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

On Mar 08, 2017, at 12:24 PM, Daina Pflug <daina.pflug@central301.net> wrote:

> I have uploaded our file using your web link. Please confirm you have received our file.
>
> Thanks.
>
> Daina Pflug
> Treasurer
> Central Comm Unit School Dist 301
>
> 847-464-4044
> 847-464-6049 Fax
>
> On Tue, Mar 7, 2017 at 11:53 AM, Pam Israelson <pam.israelson@central301.net> wrote:
>
> > Pam Israelson
> > Secretary to the Superintendent
> > Central CUSD 301
> > 275 South St.
> > P.O. Box 396
> > Burlington, IL 60109

847-464-6005
847-464-6021 fax

---------- Forwarded message ----------
From: <glauricella@smartprocure.us>
Date: Tue, Mar 7, 2017 at 11:52 AM
Subject: SmartProcure FOIA Request Central Community Unit School District No. 301 For PO/Vendor Information
To: pam.israelson@central301.net

Dear Pam or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Central Community Unit School District No. 301 for any and all purchasing records from 2016-11-27 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address
7. What is the beginning of your fiscal year?

The attached document may be helpful as a reference to fulfill this request if the Central Community Unit School District No. 301 stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.

Please email the information or use the following web link. There is no file size limitation:
http://upload.smartprocure.us/?st=IL&org=CentralCommunityUnitSchoolDistrictNo301

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at 954-613-9528.

Regards,

Gabriella Lauricella
Data Acquisition Specialist
SmartProcure
Direct: 954-613-9528
Email: glauricella@smartprocure.us | www.smartprocure.us
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441