Regular Meeting

Tuesday, January 16, 2018 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
4. **Action Reports**
A. Consent Agenda
1) Minutes
B. Treasurers Report
1) Payment of Bills
C. Board Policy Update
D. Review Closed Session Items for Public Release
E. Approve and Award th Bus bid for the 2018-2019 School Year
F. Approve and Award the Plato Road Improvement Bid
G. Approve the Central High School Administrative Recommendation to Join the Fox Valley Athletic Conference beginning with the 2019-220 School Year
5. **Information Reports**
A. Committee Reports
B. High School 2019 Costa Rica Trip
C. Elementary School Handbook Updates 2018-2019
D. Middle School Handbook Updates 2018-2019
E. High School Handbook Updates 2018-2019
F. High School Schedule
G. Construction Update
- Veterinary Science Lab Building
- Phase Two Addition
- Winter Break Projects
H. Technology Update
I. Enrollment Report
6. **Freedom of Information Act**
A. Daily Herald FOIA from Writer James Fuller on the Opioid Epidemic and Drug Preventions offered at the schools
B. SmartProcure FOIA for the District's Purchasing Records from 9/27/2017 to the present
C. Services for Education FOIA on how Grounds Management Services are Provided to the District
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 determines its validity [5 ILCS 120/2(c)(1)]. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2). The purchase or lease of real property for the use of the District, including meetings held for the

purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).

B. Open Session

C. Action Items from Closed Session

1) Approve the Personnel Report

8. **Board Open Forum**

9. **Adjourn**

Central Community Unit School District 301
Board of Education Minutes

Where:	Central Middle School Library	Meeting:	Regular
Date:	December 18, 2017	Time:	6:01 p.m.

Board Members Present	
Gorman, Jeff	Y
C. Johnson	Y
T. Johnson	Y
J. Marlovits	Y
M. Penar	Y
Rabe, Laura	Y
Kellenberger, Jeff	Y

Administrators Present	
Stirn, Todd	Y
Mongan, Esther	Y
Pflug, Daina	Y
Ahlsted, Carrie	N
Birkmeier, Shayne	Y
Bushman, Kristine	N
Diversey, Steve	Y
Haug, Matthew	Y
Jurs, Rebecca	Y
King, Jeff	N
Lewis, Kim	N
McCastland, Kerrie	N
Mirenda, Pamela	N
Paszt, Alex	N
Polowy, Dan	Y
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 6:01 p.m.

Present: Gorman, C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Absent: None

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

Voting yes: Gorman, C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: None

Consent Agenda — Motion by Gorman second by C. Johnson to approve the consent agenda as presented.

Voting yes: Gorman, C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: None

Tax Levy — Motion by T. Johnson second by Marlovits to approve the 2017 Tax Levy as presented.

Voting yes: Gorman, C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: None

Resolution — Motion by Marlovits second by C. Johnson to approve the resolution to change the administrative compensation structure as presented.

Voting yes: Gorman, C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: None

Executive Session — Motion by Marlovits second by Penar to adjourn open session and enter into executive session at 6:56 p.m.

Voting yes: Gorman, C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: None

Open Session — Motion by T. Johnson second by Marlovits to adjourn executive session and return to open session at 8:45 p.m.

Voting yes: Gorman, C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: None

Personnel Report — Motion by Marlovits second by Gorman to approve the personnel report for December as presented.

Voting yes: Gorman, C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: None

Adjourn — Motion by Marlovits second by Penar to adjourn at 9:06 p.m.

Voting yes: Gorman, C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: None

BOE Meeting

1. Roll Call
2. Pledge of Allegiance
3. Public Open Forum
   - 3.1 Recognition of Visitors –Dr. Stirn and President Kellenberger welcomed visitors.
   - 3.2 Public Comment – Kira Gravitt, spoke regarding a new idea to "Adopt a Teacher". Ms. Gravitt volunteered herself for adoption and shared the good things going on in the early childhood classrooms.

4.0 Action Items

- 4.1 Consent Agenda – Business Manager Pflug reviewed the revenues and expenditures for the month. Revenues are 39.21% compared to 44.89% last year and expenditures are at 36.49% compared to 38.76% last year. The State has distributed General State Aid (GSA) payments but they have not paid the categorical payments due to the district. Impact fees of $45,022.29 were received for October, but no transition fees were received by the district. The November impact/transition fees have not yet been received. Later in the meeting the board will act on the tax levy resolution.

4.2 Approve Resolution for the 2017 Tax Levy - Business Manager Pflug presented the tax levy. The tax rate will drop from $7.44 to $6.76 due to the increase in EAV and a lower bond and interest payment. No changes or revisions were made by the Board.

4.4 Approve Resolutions to Change Administrative Compensation Structure - This change was recommended by the auditors to remove in-district travel allowance and add it to the administrators salary.

5.0 Information Reports

5.1 Committee Reports:

- 301 Foundation – Trivia night was a huge success. The Foundation hosted a record setting crowd event and everyone had a great time. Trivia will be at the boat again next year on November 3, 2018. Plans are currently underway planning for an open house at the new field house tied to the Burlington Days parade and the Foundation will host the Harlem Wizards on October 17, 2018 at Central High School.

5.2 BOE Policy Updates- Board policies are reviewed and revised to align with the School Board Association Policy Service and district practice.

5.3 High School Schedule –Principal Testone reported that the first sectioning meeting was held December 13th and that it went well. The next meetings are scheduled for January 10th and January 19th. Schedule planning is on track and the high school should be building schedules by the end of January or early February.

5.4 Athletic Conference Update– Athletic Director Diversey presented a powerpoint detailing the process, comparative data, mileage difference and enrollment. An invitation was received from Fox Valley and they are willing to revise their by-laws to expedite their timeline. The Big Northern 12 still needs time to meet and will have an answer whether or not they will extend an invite in March. It is recommendation of administration that we accept the invitation to Fox Valley.

5.5 Construction Update – Director Polowy shared that bids will be opened December 21st for the Plato Road work. He is expecting numerous companies to bid. Preliminary drawings for the Vet Tech lab were received and have now been sent back to the architect for revisions. The goal is to bid this structure out in February. The concrete work in phase II of the field house is completed. Fireproofing has started on the east half of the building. The brick facade is 95% complete. During the winter break staff will concentrate on deep cleaning and disinfecting the buildings due to the high amount of illness in the schools. Repairs have been made to the locks in the Lily Lake bathrooms, new partition replacement will be done over the summer.

5.6 Bus Bid– Business Manager Pflug and Transportation Director Pam Porto will meet December 19th to review the bid and make any changes before it goes out. This is the small bid for 17 buses seven (7) small and ten (10) large. The bid will be received by the January meeting.

5.7 Evidence Based Funding – Dr. Mongan reviewed Senate bill 1947 that changes the way Illinois schools are funded. Funding will be based on a tiered system where schools are categorized based on financial need. The higher the financial need the more money a school will receive. School funding has been based on General State Aid and has had a fixed foundation level. The EBF model will hurt a district like Central 301. Our General State Aid will be reduced and the district will be forced to rely on local tax revenue to stay funded.

5.8 Technology Update – Rocky Mountain Communications will be boring under or over Route 47 tomorrow (December 19th). The State through E-rate is offering matching dollars up to 40% to run fiber from Lily Lake to the Central Campus. Director Tobin will send out RFP's and award the job based on funding availability. The attorneys have approved the social media guidelines.

5.9 Enrollment – Enrollment has increased five (5) students since last month. Howard B. Thomas Grade School actually gained seven (7) students but Central Middle School and Prairie Knolls Middle School each dropped one (1) student.

6.0 Freedom of Information

6.1 The Daily Herald - We received their annual FOIA asking to be notified of all meeting dates.

7.0 Executive Session

6.1 Adjourn Open Meeting

6.2 Return to Open Session

6.3 Action Items from Closed Session

8.0 Adjourn

Jeff Kellenberger, President

Christina Johnson, Secretary

Next Meeting: January 16, 2018

Central Community Unit School District 301
Special Meeting Minutes

Where:	Central High School LMC	Meeting:	Special
Date:	December 28, 2017	Time:	10:05 a.m.

Board Members Present		**Administrators Present**	
Jeff Gorman	Y	Todd Stirn	Y
Christine Johnson	Y		
Tina Johnson	Y		
Janet Marlovits	Y		
Mitch Penar	Y		
Laura Rabe	Y		
Jeff Kellenberger	Y		

1. Executive Session
   1.1 Motion by Gorman second by Marlovits to enter into executive session at 10:05 a.m.

   Voting yes: Gorman, C. Johnson, T. Johnson Marlovits, Penar, Rabe Kellenberger
   Voting no: None
   Absent: None

2. Open Session
   2.1 Motion by T. Johnson second by Penar to adjourn closed session at 10:34 a.m.

   Voting yes: Gorman, C. Johnson, T. Johnson Marlovits, Penar, Rabe Kellenberger
   Voting no: None
   Absent: None

4 Action Items from Closed Session
   4.1 Student #10569
   Motion by Marlovits second by Penar to uphold the administrations recommendation and expel student #10569 for the remainder of the 2017-2018 school year and the first semester of the 2018-2019 school year with the expulsion held in abeyance to allow the student an opportunity to attend an alternative educational setting.

   Voting yes: Gorman, C. Johnson, T. Johnson Marlovits, Penar, Rabe Kellenberger
   Voting no: None
   Absent: None

4. Adjournment
   3.1 Motion by Marlovits second by T. Johnson to adjourn at 10:47 a.m.

   Voting yes: Gorman, C. Johnson, T. Johnson Marlovits, Penar, Rabe Kellenberger
   Voting no: None
   Absent: None

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Recording Secretary

FD	Description	December 2017-18 Beginning Balance	December 2017-18 Deposits	December 2017-18 Withdrawals	December 2017-18 Monthly Activity	Ending Balance
10	IMPREST-DISTRICT	4,253.60	6,861.37	6,511.77	349.60	4,603.20
10	IMPREST-CHS	5,837.95	15,160.00	15,969.22	-809.22	5,028.73
10	IMPREST-ELEMENTARY	3,251.35		1,057.40	-1,057.40	2,193.95
10	CASH IN BANK-EDUCATION	122,127.89	4,116,308.41	3,630,629.63	485,678.78	607,806.67
10	CASH IN BANK - PAYROLL	12,441.72	2,210,687.05	2,204,384.16	6,302.89	18,744.61
10	RESTRICTED ACCT. FOR HEALTH IN	16,553.13				16,553.13
10	PAYFLEX ACCOUNT	14,004.03	9,373.50	5,690.04	3,683.46	17,687.49
10	DEBIT CARD ACCOUNT					
10	PETTY CASH	1,380.00				1,380.00
10	INVESTMENT- BUSINESS NOW/SWEEP	23,788,731.00	4,433.56	2,611,215.52	-2,606,781.96	21,181,949.04
10		23,968,580.67	6,362,823.89	8,475,457.74	-2,112,633.85	21,855,946.82
20	IMPREST-DISTRICT		22.16	22.16		
20	CASH IN BANK-O&M	10,987.18	321,206.02	315,473.60	5,732.42	16,719.60
20	CASH IN BANK - PAYROLL	956.03	132,412.27	132,207.18	205.09	1,161.12
20	INVESTMENT-BUSINESS NOW/SWEEP	6,020,786.56	5,825.32	250,000.00	-244,174.68	5,776,611.88
20		6,032,729.77	459,465.77	697,702.94	-238,237.17	5,794,492.60
30	CASH IN BANK-DEBT SERVICE	16,690.04	550,295.08	545,225.00	5,070.08	21,760.12
30	INVESTMENT-BUSINESS NOW/SWEEP	2,046,044.58	5,179.91	1,265,487.50	-1,260,307.59	785,736.99
30		2,062,734.62	555,474.99	1,810,712.50	-1,255,237.51	807,497.11
40	IMPREST-DISTRICT		1,116.47	1,116.47		
40	CASH IN BANK-TRANSPORTATION	84,427.44	126,472.68	197,716.98	-71,244.30	13,183.14
40	CASH IN BANK - PAYROLL	789.64	161,318.40	160,426.77	891.63	1,681.27
40	INVESTMENT-BUSINESS NOW/SWEEP	1,896,267.59	353.41	125,000.00	-124,646.59	1,771,621.00
40		1,981,484.67	289,260.96	484,260.22	-194,999.26	1,786,485.41
50	CASH IN BANK-IMRF	2,634.99	231,359.07	222,794.32	8,564.75	11,199.74
50	CASH IN BANK-PAYROLL		89,659.99	89,659.99		
50	INVESTMENT-BUSINESS NOW/SWEEP	1,231,348.24	752.07	140,000.00	-139,247.93	1,092,100.31
50		1,233,983.23	321,771.13	452,454.31	-130,683.18	1,103,300.05
60	CASH IN BANK-CAPITAL PROJECT	-2,896,793.56	5,000,000.00	1,354,047.95	3,645,952.05	749,158.49
60	INVESTMENTS-BUSINESS NOW/SWEEP	19,263,400.30	34,263.46	5,000,000.00	-4,965,736.54	14,297,663.76
60		16,366,606.74	5,034,263.46	6,354,047.95	-1,319,784.49	15,046,822.25
70	CASH IN BANK-WORKING CASH	323.60	6.18		6.18	329.78
70	INVESTMENT-BUSINESS NOW/SWEEP	1,981,466.79	369.30		369.30	1,981,836.09
70		1,981,790.39	375.48		375.48	1,982,165.87
80	CASH IN BANK-TORT	1,930.13	13,077.54	8,960.18	4,117.36	6,047.49
80	INVESTMENT- BUSINESS NOW/SWEEP	847,740.38	157.99		157.99	847,898.37
80		849,670.51	13,235.53	8,960.18	4,275.35	853,945.86
	Grand Asset Totals	54,477,580.60	13,036,671.21	18,283,595.84	-5,246,924.63	49,230,655.97

Number of Accounts: 29

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

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

	Original Budget	% of Fund	December MTD	2017-18 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
10-Education							
1000 Salaries	24,610,011.00	42.90%	2,067,204.30	11,639,324.15	-	12,970,686.85	47.30%
2000 Benefits	6,853,711.00	11.95%	661,604.12	3,148,443.60	3,200.00	3,702,067.40	45.98%
3000 Purchased Services	3,230,693.00	5.63%	50,628.06	1,214,516.10	88,075.65	1,928,101.25	40.32%
4000 Supplies	2,910,918.00	5.07%	96,613.06	938,835.13	680,985.64	1,291,097.23	55.65%
5000 Capital Outlay	151,000.00	0.26%	-	20,816.49	46,038.25	84,145.26	44.27%
6000 Other/Dues/Fees	19,343,645.00	33.72%	79,849.52	702,130.10	(226,558.50)	18,868,073.40	2.46%
7000 Non-Capital Equipment	154,820.00	0.27%	14,040.84	133,914.64	9,338.28	11,567.08	92.53%
8000 Termination Benefits	104,676.00	0.18%	-	104,675.50	-	0.50	100.00%
Total Education Fund	**57,359,474.00**	**100.00%**	**2,969,939.90**	**17,902,655.71**	**601,079.32**	**38,855,738.97**	**32.26%**
20-O&M							
1000 Salaries	1,705,628.00	31.76%	129,141.85	776,914.65	-	928,713.35	45.55%
2000 Benefits	450,575.00	8.39%	31,337.18	191,611.97	-	258,963.03	42.53%
3000 Purchased Services	1,041,500.00	19.39%	49,803.51	376,378.17	28,327.56	636,794.27	38.86%
4000 Supplies	1,520,500.00	28.31%	79,317.54	578,696.11	33,805.91	907,997.98	40.28%
5000 Capital Outlay	450,000.00	8.38%	14,610.00	449,394.29	(52,903.00)	53,508.71	88.11%
6000 Other/Dues/Fees	102,400.00	1.91%	50.00	50.00	140.00	102,210.00	0.19%
7000 Non-Capital Equipment	100,000.00	1.86%	-	4,995.00	-	95,005.00	5.00%
Total O&M	**5,370,603.00**	**100.00%**	**304,260.08**	**2,378,040.19**	**9,370.47**	**2,983,192.34**	**44.45%**
30-Debt Service							
3000 Purchased Services	5,000.00	0.05%	-	950.00	-	4,050.00	19.00%
6000 Other/Bonds	10,512,775.00	99.95%	1,260,712.50	10,315,462.50	-	197,312.50	98.12%
Total Debt Service	**10,517,775.00**	**100.00%**	**1,260,712.50**	**10,316,412.50**	**-**	**201,362.50**	**98.09%**
40-Transportation							
1000 Salaries	1,977,800.00	59.19%	160,403.93	944,796.10	-	1,033,003.90	47.77%
2000 Benefits	84,835.00	2.54%	5,247.92	34,572.63	-	50,262.37	40.75%
3000 Purchased Services	828,000.00	24.78%	5,943.85	695,984.34	275.00	131,740.66	84.09%
4000 Supplies	326,000.00	9.76%	23,198.23	118,715.91	16,081.41	191,202.68	41.35%
6000 Other/Dues/Transfers	110,000.00	3.29%	994.00	2,820.98	1,044.00	106,135.02	3.51%
7000 Non-Capital Equipment	15,000.00	0.45%	-	-	-	15,000.00	0.00%
Total Transportation	**3,341,635.00**	**100.00%**	**195,787.93**	**1,796,889.96**	**17,400.41**	**1,527,344.63**	**54.29%**
50-IMRF/SS							
2000 Benefits	1,621,675.00	100.00%	131,486.23	762,039.89	-	859,635.11	46.99%
Total IMRF/SS	**1,621,675.00**	**100.00%**	**131,486.23**	**762,039.89**	**-**	**859,635.11**	**46.99%**
60-Capital Projects							
5000 Capital Outlay	21,350,000.00	100.00%	1,354,047.95	8,700,257.37	(203,471.73)	12,853,214.36	39.80%
Total Capital Projects	**21,350,000.00**	**100.00%**	**1,354,047.95**	**8,700,257.37**	**(203,471.73)**	**12,853,214.36**	**39.80%**
70-Working Cash							
6000 Transfers	-		-	-	-	-	
Total Working Cash	**-**	**0.00%**	**-**	**-**	**-**	**-**	**0.00%**
80-Tort							
3000 Purchased Services	650,000.00	100.00%	(4,098.82)	72,252.65	-	577,747.35	11.12%
Total Tort	**650,000.00**	**100.00%**	**(4,098.82)**	**72,252.65**	**-**	**577,747.35**	**11.12%**
Total Expenditures	**100,211,162.00**		**6,212,135.77**	**41,928,548.27**	**424,378.47**	**57,858,235.26**	**42.26%**
Expenditures Across All Funds							
1000 Salaries	28,293,439.00	28.23%	2,356,750.08	13,361,034.90	-	14,932,404.10	47.22%
2000 Benefits	9,010,796.00	8.99%	829,675.45	4,136,668.09	3,200.00	4,870,927.91	45.94%
3000 Purchased Services	5,755,193.00	5.74%	102,276.60	2,360,081.26	116,678.21	3,278,433.53	43.04%
4000 Supplies	4,757,418.00	4.75%	199,128.83	1,636,247.15	730,872.96	2,390,297.89	49.76%
5000 Capital Outlay	21,951,000.00	21.90%	1,368,657.95	9,170,468.15	(210,336.48)	12,990,868.33	40.82%
6000 Other/Dues/Fees/Bonds	30,068,820.00	30.01%	1,341,606.02	11,020,463.58	(225,374.50)	19,273,730.92	35.90%
7000 Non-Capital Equipment	269,820.00	0.27%	14,040.84	138,909.64	9,338.28	121,572.08	54.94%
8000 Termination Benefits	104,676.00	0.10%	-	104,675.50	-	0.50	100.00%
Total Expenditures Across all Funds	**100,211,162.00**	**100.00%**	**6,212,135.77**	**41,928,548.27**	**424,378.47**	**57,858,235.26**	**42.26%**

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

	Original Budget	% of Fund	December MTD	2017-18 FYTD	Remaining Budget	FYTD Percent
10-Education Fund						
Total Local Revenue	33,460,420.00	57.15%	215,017.20	16,704,971.06	16,755,448.94	49.92%
Total State Revenue	23,739,392.00	40.55%	613,769.76	3,594,571.87	20,144,820.13	15.14%
Total Federal Revenue	1,344,918.00	2.30%	29,692.23	803,100.48	541,817.52	59.71%
Total Education Fund	**58,544,730.00**	**100.00%**	**858,479.19**	**21,102,643.41**	**37,442,086.59**	**36.05%**
20-O&M Fund						
Total Local Revenue	4,948,283.00	92.52%	25,214.64	2,559,296.12	2,388,986.88	51.72%
Total State Revenue	400,000.00	7.48%	40,000.00	200,000.00	200,000.00	50.00%
Total O&M Fund	**5,348,283.00**	**100.00%**	**65,214.64**	**2,759,296.12**	**2,588,986.88**	**51.59%**
30-Debt Service Fund						
Total Local Revenue	8,757,621.00	100.00%	5,474.99	5,132,172.99	3,625,448.01	58.60%
Total Debt Service Fund	**8,757,621.00**	**100.00%**	**5,474.99**	**5,132,172.99**	**3,625,448.01**	**58.60%**
40-Transportation Fund						
Total Local Revenue	2,009,765.00	57.14%	788.67	862,590.86	1,147,174.14	42.92%
Total State Revenue	1,507,800.00	42.86%	-	758,220.68	749,579.32	50.29%
Total Transportation Fund	**3,517,565.00**	**100.00%**	**788.67**	**1,620,811.54**	**1,896,753.46**	**46.08%**
50-IMRF/SS Fund						
Total Local Revenue	1,568,014.00	100.00%	803.05	826,314.03	741,699.97	52.70%
Total IMRF/SS Fund	**1,568,014.00**	**100.00%**	**803.05**	**826,314.03**	**741,699.97**	**52.70%**
60-Capital Projects Fund						
Total Local Revenue	137,000.00	100.00%	34,263.46	105,308.49	31,691.51	76.87%
Total Capital Projects Fund	**137,000.00**	**100.00%**	**34,263.46**	**105,308.49**	**31,691.51**	**76.87%**
70-Working Cash Fund						
Total Local Revenue	238,363.00	100.00%	375.48	36,670.18	201,692.82	15.38%
Total Working Cash Fund	**238,363.00**	**100.00%**	**375.48**	**36,670.18**	**201,692.82**	**15.38%**
80-Tort Fund						
Total Local Revenue	573,612.00	100.00%	176.53	232,670.10	340,941.90	40.56%
Total Tort Fund	**573,612.00**	**100.00%**	**176.53**	**232,670.10**	**340,941.90**	**40.56%**
Revenue-All Funds						
1000 Total Local Revenue	51,693,078.00	65.70%	282,114.02	26,459,993.83	25,233,084.17	51.19%
3000 Total State Revenue	25,647,192.00	32.59%	653,769.76	4,552,792.55	21,094,399.45	17.75%
4000 Total Federal Revenue	1,344,918.00	1.71%	29,692.23	803,100.48	541,817.52	59.71%
7000 Total Transfers/Bond Proceeds	-	0.00%	-	-	-	0.00%
Total Revenue-All Funds	**78,685,188.00**	**100.00%**	**965,576.01**	**31,815,886.86**	**46,869,301.14**	**40.43%**

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

Account Number	Description	Original Budget	December MTD	2017-18 FYTD	Remaining Budget	FYTD Percent
10R000 1110 0000	TAXES	25,893,892.00	796.76	12,886,860.63	13,007,031.37	49.77%
10R000 1140 0000	SPEC ED TAXES	5,009,928.00	147.81	2,374,814.55	2,635,113.45	47.40%
10R001 1510 0000	INTEREST	30,100.00	4,436.56	33,506.34	(3,406.34)	111.32%
10R002 1611 0000	LUNCH, STUDENTS	836,000.00	89,768.84	414,334.90	421,665.10	49.56%
10R002 1620 0000	LUNCH, ADULTS	14,500.00	1,712.80	6,830.30	7,669.70	47.11%
10R000 1711 0000	ATHLETIC ADMISSION	35,000.00	2,148.55	12,474.30	22,525.70	35.64%
10R000 1720 0000	ATH PART FEE	110,000.00	10,404.00	67,115.00	42,885.00	61.01%
10R002 1720 0000	OTHER FEES	229,000.00	17,224.30	101,756.84	127,243.16	44.44%
10R000 1811 0000	TEXTBOOK INCOME	625,000.00	11,470.22	222,438.50	402,561.50	35.59%
10R000 1830 0000	TECHNOLOGY FEES	305,000.00	1,879.50	98,935.81	206,064.19	32.44%
10R000 1930 0000	TRANSITION FEES	100,000.00	-	110,345.82	(10,345.82)	110.35%
10R000 1950 0000	REFUND OF PRIOR YEAR EXPEND/MV/FV	50,000.00	23,242.00	163,358.67	(113,358.67)	326.72%
10R000 1970 0000	DRIVERS ED B-T-W	52,000.00	900.00	13,307.74	38,692.26	25.59%
10R000 1991 0000	MID VALLEY REIMBURSEMENT	150,000.00	35,653.96	148,496.70	1,503.30	99.00%
10R000 1999 0000	OTHER LOCAL REV	20,000.00	15,231.90	50,394.96	(30,394.96)	251.97%
Total Local Revenue		**33,460,420.00**	**215,017.20**	**16,704,971.06**	**16,755,448.94**	**49.92%**
10R000 3001 0000	GEN STATE AID/EBF	6,328,638.00	571,694.36	2,858,471.80	3,470,166.20	45.17%
10R000 3100 0000	SPECIAL ED - PRIVATE FACILITY	274,100.00	-	126,709.25	147,390.75	46.23%
10R000 3105 0000	FUNDING FOR CHILD/SP ED SVCS.	232,750.00	-	232,500.40	249.60	99.89%
10R000 3110 0000	SPECIAL ED - PERSONNEL	277,564.00	-	277,565.00	(1.00)	100.00%
10R000 3120 0000	SPECIAL ED-ORPHANAGE	-	-	-	-	0.00%
10R000 3145 0000	SPECIAL ED-SUMMER SCHOOL	-	-	6,869.63	(6,869.63)	0.00%
10R000 3220 0000	CAREER & TECHNICAL EDUCATION	31,283.00	-	16,302.00	14,981.00	52.11%
10R000 3235 0000	CTE AGRICULTURE EDUCATION	1,863.00	1,822.00	1,822.00	41.00	97.80%
10R000 3305 0000	TPI & TBE-BILINGUAL ED.	46,394.00	37,843.00	46,394.00	-	100.00%
10R000 3360 0000	STATE FREE LUNCH & BREAKFAST	1,200.00	-	1,138.70	61.30	94.89%
10R000 3370 0000	DRIVER ED	43,000.00	-	24,388.69	18,611.31	56.72%
10R000 3998 0000	TRS-ON BEHALF PAYMENTS	16,500,000.00	-	-	16,500,000.00	0.00%
10R001 3999 0000	LIBRARY GRANT	2,600.00	2,410.40	2,410.40	189.60	92.71%
Total State Revenue		**23,739,392.00**	**613,769.76**	**3,594,571.87**	**20,144,820.13**	**15.14%**
10R000 4210 0000	NAT'L SCHOOL LUNCH PROGRAM	210,000.00	21,804.95	84,212.84	125,787.16	40.10%
10R000 4300 0000	TITLE I LOW INCOME	219,274.00	-	134,652.00	84,622.00	61.41%
10R000 4600 0000	IDEA PRESCHOOL	4,855.00	-	78.79	4,776.21	1.62%
10R000 4620 0000	IDEA FLOW THROUGH	646,253.00	4,885.00	445,210.92	201,042.08	68.89%
10R000 4625 0000	IDEA FLOW THROUGH ROOM & BOARD	29,000.00	2,159.62	12,809.11	16,190.89	44.17%
10R000 4745 0000	CARL PERKINS	22,411.00	-	22,428.00	(17.00)	100.08%
10R000 4909 0000	TITLE III ELL-TBE/TPI LIPLEPS	24,618.00	-	-	24,618.00	0.00%
10R000 4932 0000	TITLE II-TEACHER QUALITY	83,507.00	-	14,177.00	69,330.00	16.98%
10R000 4991 0000	MEDICAID MATCHING FUNDS-ADMIN OUTREACH	40,000.00	-	39,123.25	876.75	97.81%
10R000 4992 0000	MEDICAID MATCHING FUNDS-FEE FOR SVC	55,000.00	842.66	50,408.57	4,591.43	91.65%
10R000 4999 0000	TITLE IV	10,000.00	-	-	10,000.00	0.00%
Total Federal Revenue		**1,344,918.00**	**29,692.23**	**803,100.48**	**541,817.52**	**59.71%**
Total Education Fund		**58,544,730.00**	**858,479.19**	**21,102,643.41**	**37,442,086.59**	**36.05%**
20R000 1111 0000	TAXES	4,683,283.00	149.35	2,432,263.83	2,251,019.17	51.94%
20R000 1230 0000	CORP PERS PROP TAX	130,000.00	3,752.37	39,793.27	90,206.73	30.61%
20R001 1510 0000	INTEREST - SWEEP ACCOUNT	15,000.00	2,073.42	14,294.88	705.12	95.30%
20R001 1720 0000	PARKING FEES	30,000.00	-	30,350.00	(350.00)	101.17%
20R000 1910 0000	RENTALS	80,000.00	19,239.50	38,383.50	41,616.50	47.98%
20R000 1950 0000	REFUND OF PRIOR YEAR EXPENDITURES	5,000.00	-	203.14	4,796.86	4.06%
20R000 1999 0000	OTHER REVENUE	5,000.00	-	4,007.50	992.50	80.15%
Total Local Revenue		**4,948,283.00**	**25,214.64**	**2,559,296.12**	**2,388,986.88**	**51.72%**
20R000 3001 0000	GEN STATE AID/EBF	400,000.00	40,000.00	200,000.00	200,000.00	50.00%
20R000 3999 0000	OTHER STATE REVENUE	-	-	-	-	0%
Total State Revenue		**400,000.00**	**40,000.00**	**200,000.00**	**200,000.00**	**50.00%**
Total O&M Fund		**5,348,283.00**	**65,214.64**	**2,759,296.12**	**2,588,986.88**	**51.59%**

Central Community Unit School Dist. 301
Revenue Detail Report
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Account Number Description	Original Budget	December MTD	2017-18 FYTD	Remaining Budget	FYTD Percent
30R000 1112 0000 TAXES	8,152,171.00	294.15	4,726,174.72	3,425,996.28	57.97%
30R001 1510 0000 INTEREST	5,450.00	5,180.84	16,415.44	(10,965.44)	301.20%
30R000 1930 0000 IMPACT FEES	600,000.00	-	389,582.83	210,417.17	64.93%
Total Local Revenue	**8,757,621.00**	**5,474.99**	**5,132,172.99**	**3,625,448.01**	**58.60%**
Total Debt Service Fund	**8,757,621.00**	**5,474.99**	**5,132,172.99**	**3,625,448.01**	**58.60%**
40R000 1113 0000 TAXES	1,991,240.00	52.35	850,884.68	1,140,355.32	42.73%
40R000 1415 0000 FIELD TRIP FEES	1,500.00	-	2,398.75	(898.75)	159.92%
40R001 1510 0000 INTEREST - SWEEP ACCOUNT	2,025.00	353.58	2,497.20	(472.20)	123.32%
40R000 1999 0000 OTHER REVENUE	15,000.00	382.74	6,810.23	8,189.77	45.40%
Total Local Revenue	**2,009,765.00**	**788.67**	**862,590.86**	**1,147,174.14**	**42.92%**
40R000 3500 0000 STATE AID, REGULAR	804,140.00	-	402,062.67	402,077.33	50.00%
40R000 3510 0000 STATE AID, SPEC ED	703,660.00	-	356,158.01	347,501.99	50.62%
Total State Revenue	**1,507,800.00**	**-**	**758,220.68**	**749,579.32**	**50.29%**
Total Transportation Fund	**3,517,565.00**	**788.67**	**1,620,811.54**	**1,896,753.46**	**46.08%**
50R000 1114 0000 IMRF TAXES	789,482.00	26.18	420,547.69	368,934.31	53.27%
50R000 1151 0000 SOC SEC/MEDICARE TAXES	761,532.00	24.64	399,065.51	362,466.49	52.40%
50R000 1230 0000 CORP PERS PROP TAX	15,000.00	416.93	4,421.46	10,578.54	29.48%
50R001 1510 0000 INTEREST	2,000.00	335.30	2,279.37	(279.37)	113.97%
Total Local Revenue	**1,568,014.00**	**803.05**	**826,314.03**	**741,699.97**	**52.70%**
Total IMRF/SS Fund	**1,568,014.00**	**803.05**	**826,314.03**	**741,699.97**	**52.70%**
60R001 1510 0000 INTEREST-SWEEP ACCOUNT	37,000.00	34,263.46	105,308.49	(68,308.49)	284.62%
60R000 1930 0000 IMPACT FEES	100,000.00	-	-	100,000.00	0.00%
Total Local Revenue	**137,000.00**	**34,263.46**	**105,308.49**	**31,691.51**	**76.87%**
Total Capital Projects Fund	**137,000.00**	**34,263.46**	**105,308.49**	**31,691.51**	**76.87%**
70R000 1115 0000 TAXES	233,563.00	6.16	33,524.35	200,038.65	14.35%
70R001 1510 0000 INTEREST	4,800.00	369.32	3,145.83	1,654.17	65.54%
Total Local Revenue	**238,363.00**	**375.48**	**36,670.18**	**201,692.82**	**15.38%**
Total Working Cash Fund	**238,363.00**	**375.48**	**36,670.18**	**201,692.82**	**15.38%**
80R000 1120 0000 TORT TAXES	572,012.00	18.48	231,437.77	340,574.23	40.46%
80R001 1510 0000 INTEREST - SWEEP ACCOUNT	1,600.00	158.05	1,232.33	367.67	77.02%
Total Local Revenue	**573,612.00**	**176.53**	**232,670.10**	**340,941.90**	**40.56%**
Total Tort Fund	**573,612.00**	**176.53**	**232,670.10**	**340,941.90**	**40.56%**
Revenue-All Funds					
1000 Total Local Revenue	51,693,078.00	282,114.02	26,459,993.83	25,233,084.17	51.19%
3000 Total State Revenue	25,647,192.00	653,769.76	4,552,792.55	21,094,399.45	17.75%
4000 Total Federal Revenue	1,344,918.00	29,692.23	803,100.48	541,817.52	59.71%
7000 Total Transfers/Bond Proceeds	-	-	-	-	0.00%
Total Revenue-All Funds	**78,685,188.00**	**965,576.01**	**31,815,886.86**	**46,869,301.14**	**40.43%**

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
3D MOLECULAR DESIGNS	17120701	Science supplies	10E002 1130 4100 00 000000 0000	1,916.05
			Totals for 3D MOLECULAR DESIGNS, LLC	1,916.05
A & M PRODUCTS	2017 Music	IHSA Music Awards	10E002 1500 4100 00 000000 0000	101.00
			Totals for A & M PRODUCTS	101.00
ADVANCE AUTO PARTS	2454-36546	Snow Squeegee	40E001 2550 4100 00 000000 0000	23.88
ADVANCE AUTO PARTS	2454-36520	Gas Pump Filter & Snow Squeegee	40E001 2550 4100 00 000000 0000	122.88
			Totals for ADVANCE AUTO PARTS	146.76
AGUINAGA, JACOB	Dec 2017	December Mileage Reimb	10E001 2660 3320 00 000000 0000	33.94
			Totals for AGUINAGA, JACOB	33.94
ALEXIAN BROTHERS BEH	H080033852	Tutoring Services	10E001 1912 6700 00 000000 0000	512.00
ALEXIAN BROTHERS BEH	H080033985	Tutoring Services	10E001 1912 6700 00 000000 0000	416.00
ALEXIAN BROTHERS BEH	H080033963	Tutoring Services	10E001 1912 6700 00 000000 0000	640.00
ALEXIAN BROTHERS BEH	H080034168	Tutoring Services	10E001 1912 6700 00 000000 0000	64.00
			Totals for ALEXIAN BROTHERS BEHAVIORAL H	1,632.00
ALPHA BAKING COMPANY	1700073450	Bread	10E002 2560 4100 00 000000 0000	300.97
ALPHA BAKING COMPANY	1700073450	Bread	10E008 2560 4100 00 000000 0000	79.79
ALPHA BAKING COMPANY	1700073450	Bread	10E010 2560 4100 00 000000 0000	24.42
ALPHA BAKING COMPANY	1700073450	Bread	10E004 2560 4100 00 000000 0000	42.55
ALPHA BAKING COMPANY	1700073450	Bread	10E003 2560 4100 00 000000 0000	98.02
ALPHA BAKING COMPANY	1700073450	Bread	10E011 2560 4100 00 000000 0000	51.90
ALPHA BAKING COMPANY	1700073480	Bread	10E011 2560 4100 00 000000 0000	35.60
ALPHA BAKING COMPANY	1700073520	Bread	10E011 2560 4100 00 000000 0000	53.13
ALPHA BAKING COMPANY	1700073520	Bread	10E004 2560 4100 00 000000 0000	24.00
ALPHA BAKING COMPANY	1700073520	Bread	10E010 2560 4100 00 000000 0000	9.60
ALPHA BAKING COMPANY	1700073520	Bread	10E003 2560 4100 00 000000 0000	11.34
ALPHA BAKING COMPANY	1700073520	Bread	10E008 2560 4100 00 000000 0000	6.40
ALPHA BAKING COMPANY	1700073520	Bread	10E002 2560 4100 00 000000 0000	262.51
			Totals for ALPHA BAKING COMPANY	1,000.23
AMAZON.COM	4559866764	Resource materials for ECSE	10E001 1225 4100 00 000000 0000	21.26
AMAZON.COM	4333858887	ECSE classroom supplies	10E001 1225 4100 00 000000 0000	185.22
AMAZON.COM	9736638554	ECSE classroom supplies	10E001 1225 4100 00 000000 0000	9.79
AMAZON.COM	4797773568	ECSE classroom supplies	10E001 1225 4100 00 000000 0000	18.28
AMAZON.COM	9844897784	iPad covers	10E001 1205 4100 00 000000 0000	100.43
AMAZON.COM	8557349363	Microphones for student chromebooks	10E001 2110 4100 00 000000 0000	79.90
AMAZON.COM	4454577393	All Grades- Wheeled Hampers for Lunch	10E008 2410 4100 00 000000 0000	57.09
AMAZON.COM	4537374984	Laptop Battery for HP Elite Book	10E008 2410 4100 00 000000 0000	59.97
AMAZON.COM	5549336664	Library Resource Books	10E010 2220 4300 00 000000 0000	113.58
AMAZON.COM	4373377443	Library Resource Book	10E010 2220 4300 00 000000 0000	113.85
AMAZON.COM	BRUwlFkunO	Office Supplies	10E010 2410 4100 00 000000 0000	67.98
AMAZON.COM	bsGhkekmjS	Woodshop supplies	10E002 1130 4100 00 000000 0000	169.00
AMAZON.COM	wGhlisqyjW	Writing Thief Using Mentor Textbook	10E005 2220 4300 00 000000 0000	154.32
AMAZON.COM	CdmFxRFwSR	Woodshop supplies	10E002 1130 4100 00 000000 0000	309.00
AMAZON.COM	BHRfoMErxF	CAD supplies	10E002 1130 4100 00 000000 0000	26.88
AMAZON.COM	BuqyVvJFWM	The Napping House 2nd grade	10E004 1110 4100 00 000000 0000	29.88
AMAZON.COM	BwlTMqCZUy	Tacky the Penguin 2nd grade	10E004 1110 4100 00 000000 0000	28.94

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON.COM	dBhnVjNSDn	I Wanna Iguana 2nd grade	10E004 1110 4100 00 000000 0000	14.07
AMAZON.COM	BcFKwbAVqi	Books 2nd grade	10E004 1110 4100 00 000000 0000	136.35
AMAZON.COM	9588984646	Library supplies	10E002 2220 4100 00 000000 0000	17.16
AMAZON.COM	4663567486	New 3rd grade Science	10E004 1110 4200 00 000000 0000	27.80
AMAZON.COM	6853683744	Testing supplies	10E002 2120 4100 00 000000 0000	79.80
AMAZON.COM	6853683744	Testing supplies	10E002 2410 4100 00 000000 0000	250.00
AMAZON.COM	4643364838	Dell charger	10E002 2410 4100 00 000000 0000	68.03
AMAZON.COM	4735553843	Classroom supplies	10E004 1110 4100 00 000000 0000	48.95
AMAZON.COM	6486896653	Music supplies	10E004 1110 4100 00 000000 0000	23.78
AMAZON.COM	6875749637	Music supplies	10E004 1110 4100 00 000000 0000	12.78
AMAZON.COM	8657364836	Classroom supplies	10E004 1110 4100 00 000000 0000	77.10
AMAZON.COM	9974537853	Music supplies	10E004 1110 4100 00 000000 0000	58.05
AMAZON.COM	4673938459	Classroom supplies	10E004 1110 4100 00 000000 0000	26.29
AMAZON.COM	4557873696	CTE supplies	10E002 1130 4100 00 000000 0000	13.98
AMAZON.COM	4556496388	Classroom supplies	10E004 1110 4100 00 000000 0000	64.97
AMAZON.COM	7495334635	Classroom supplies	10E004 1110 4100 00 000000 0000	37.16
AMAZON.COM	7755667653	Classroom supplies	10E004 1110 4100 00 000000 0000	22.87
AMAZON.COM	8549787539	Classroom supplies	10E004 1110 4100 00 000000 0000	55.99
			Totals for AMAZON.COM	2,580.50
APPLE INC	6712566077	MacBook Air 13in	10E001 2660 4100 00 000000 0000	849.00
APPLE INC	6712455847	13-inch MacBook Pro	10E001 2660 4100 00 000000 0000	199.00
APPLE INC	6713005814	13-inch MacBook Pro	10E001 2660 4100 00 000000 0000	1,449.00
			Totals for APPLE INC	2,497.00
ATHLETICO MANAGEMENT	814334	Athletico Contract	10E002 1500 3190 00 000000 0000	6,333.33
			Totals for ATHLETICO MANAGEMENT LLC	6,333.33
AUTO TRUCK GROUP	1510740	Aluminum Saddle Box for Truck #1	20E001 2540 4120 00 000000 0000	668.00
			Totals for AUTO TRUCK GROUP	668.00
B & H PHOTOS	135831832	Filming Drying Cabinet	10E002 1130 7100 00 000000 0000	2,210.95
B & H PHOTOS	135700894	Supplies for CHS	10E001 2660 4100 00 000000 0000	252.80
B & H PHOTOS	135890281	Supplies for CHS	10E001 2660 4100 00 000000 0000	83.10
B & H PHOTOS	136703798	Supplies for CHS	10E001 2660 4100 00 000000 0000	6.80
			Totals for B & H PHOTOS	2,553.65
BATTERIES PLUS	280-343435	Custodial Supplies	20E001 2540 4100 00 000000 0000	19.98
			Totals for BATTERIES PLUS	19.98
BIOZONE CORPORATION	INV-4176	Textbooks	10E002 1130 4200 00 000000 0000	104.90
			Totals for BIOZONE CORPORATION	104.90
BLICK ART MATERIALS	8663937	Art supplies	10E002 1130 4100 00 000000 0000	3,309.31
			Totals for BLICK ART MATERIALS	3,309.31
BOS	65221	Conference Table and chairs	10E001 2320 4100 00 000000 0000	1,660.00
			Totals for BOS	1,660.00
BRANNSTROM, DAVID	Nov 2017	November mileage reimb	10E001 2212 3320 00 000000 0000	242.96
			Totals for BRANNSTROM, DAVID	242.96
BSN SPORTS, INC	901027804	G Series Performance	10E002 1500 4100 00 000000 0000	225.00
			Totals for BSN SPORTS, INC	225.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BUCK BROS, INC	151073	Grounds E Z Golf Cart Repair Parts	20E001 2540 4120 00 000000 0000	2,171.93
BUCK BROS, INC	159615	Grounds Equipment Repair	20E001 2540 4120 00 000000 0000	92.88
BUCK BROS, INC	159677	Grounds Equipment Repair	20E001 2540 4120 00 000000 0000	275.17
BUCK BROS, INC	159404	Grounds Equipment Repair	20E001 2540 4120 00 000000 0000	395.10
BUCK BROS, INC	159863	Grounds Equipment Supplies	20E001 2540 4120 00 000000 0000	61.82
BUCK BROS, INC	Credit	Credit-Grounds	20E001 2540 4120 00 000000 0000	-0.18
			Totals for BUCK BROS, INC	2,996.72
CAMPBELL, JENNIFER	Dec 2017	Mileage Reimb December	10E001 2140 3320 00 000000 0000	25.45
			Totals for CAMPBELL, JENNIFER	25.45
CARDMEMBER SERVICE	7577 01-18	E. Mongan-Curriculum Expenses	10E001 2210 6400 00 000000 0000	132.22
CARDMEMBER SERVICE	7577 01-18	E. Mongan-Curriculum Expenses	10E001 2520 3100 00 000000 0000	503.89
CARDMEMBER SERVICE	7577 01-18	E. Mongan-Curriculum Expenses	10E001 2520 3100 00 000000 0000	502.88
CARDMEMBER SERVICE	7577 01-18	E. Mongan-Curriculum Expenses	10E001 2520 3100 00 000000 0000	262.49
CARDMEMBER SERVICE	7577 01-18	E. Mongan-Curriculum Expenses	10E001 2520 3100 00 000000 0000	253.23
CARDMEMBER SERVICE	7577 01-18	T. Stirn-Admin. Expenses	40E001 2550 6400 00 000000 0000	200.00
CARDMEMBER SERVICE	7577 01-18	T. Stirn-Admin. Expenses	10E001 2310 4100 00 000000 0000	96.90
CARDMEMBER SERVICE	7577 01-18	T. Stirn-Admin. Expenses	10E001 2520 4100 00 000000 0000	433.00
CARDMEMBER SERVICE	7577 01-18	T. Stirn-Admin. Expenses	10E001 2310 4100 00 000000 0000	110.80
CARDMEMBER SERVICE	7577 01-18	T. Stirn-Admin. Expenses	10E001 2310 4100 00 000000 0000	43.60
CARDMEMBER SERVICE	7577 01-18	T. Stirn-Admin. Expenses	10E001 2320 4100 00 000000 0000	319.34
CARDMEMBER SERVICE	7577 01-18	T. Stirn-Admin. Expenses	10E001 2310 4100 00 000000 0000	96.69
CARDMEMBER SERVICE	7577 01-18	T. Stirn-Admin. Expenses	10E001 2320 4100 00 000000 0000	22.70
CARDMEMBER SERVICE	7577 01-18	T. Stirn-Admin. Expenses	10E001 2520 4100 00 000000 0000	25.49
CARDMEMBER SERVICE	7577 01-18	T. Stirn-Admin. Expenses	10E001 2310 6400 00 000000 0000	-462.56
CARDMEMBER SERVICE	7577 01-18	B. Tobin-Tech Expenses	10E001 1200 4100 00 462000 0000	299.99
CARDMEMBER SERVICE	7577 01-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	74.06
CARDMEMBER SERVICE	7577 01-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	49.26
CARDMEMBER SERVICE	7577 01-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	43.10
CARDMEMBER SERVICE	7577 01-18	B. Tobin-Tech Expenses	10E001 2150 4100 00 000000 0000	29.99
CARDMEMBER SERVICE	7577 01-18	B. Tobin-Tech Expenses	10E001 2150 4100 00 000000 0000	11.99
CARDMEMBER SERVICE	7577 01-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	219.00
CARDMEMBER SERVICE	7577 01-18	B. Tobin-Tech Expenses	10E001 1200 4100 00 462000 0000	9.99
			Totals for CARDMEMBER SERVICE	3,278.05
CARDUNAL OFFICE SUPP	597637-0	Office supplies	10E002 2410 4100 00 000000 0000	286.32
			Totals for CARDUNAL OFFICE SUPPLY, INC	286.32
CARRAGHER, CARLY	Tuition 12	Tuition Reimbursement EDUC 775, 776	10E002 1130 2300 00 000000 0000	800.00
CARRAGHER, CARLY	Tuition 12	Tuition Reimbursement EDUC 778	10E002 1130 2300 00 000000 0000	400.00
			Totals for CARRAGHER, CARLY	1,200.00
CATERING MADE SIMPLE	512	PV staff supplies	10E008 2410 4900 00 000000 0000	400.00
			Totals for CATERING MADE SIMPLE	400.00
CHEMSEARCH	2953550	Cleaning Aerosol	40E001 2550 4100 00 000000 0000	190.26
			Totals for CHEMSEARCH	190.26
CHICAGO TRIBUNE	3469037	Legal Ads, Bus Bid	10E001 2310 3180 00 000000 0000	224.49
			Totals for CHICAGO TRIBUNE	224.49
CHILD 1ST PUBLICATIO	3634	Resource supplies	10E010 1205 4100 00 000000 0000	147.35

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for CHILD 1ST PUBLICATIONS, LLC	147.35
CINTAS CORPORATION #	355488345	Floor Mats	40E001 2550 4100 00 000000 0000	47.47
CINTAS CORPORATION #	355494617	Floor Mats	40E001 2550 4100 00 000000 0000	47.47
			Totals for CINTAS CORPORATION #355	94.94
CITY OF ELGIN	17-0002808	Country Trails 20180 Food Handling License Fee	10E010 2560 6400 00 000000 0000	600.00
CITY OF ELGIN	330845-395	PKMS Water Service	20E001 2540 3700 00 000000 0000	1,131.56
CITY OF ELGIN	330845-423	CT Water Service	20E001 2540 3700 00 000000 0000	826.92
			Totals for CITY OF ELGIN	2,558.48
COEO SOLUTIONS LLC	1007674	Phones	20E001 2540 3400 00 000000 0000	2,286.84
			Totals for COEO SOLUTIONS LLC	2,286.84
COMMUNICATIONS REVOL	T1813852	Communication Charges	10E001 2660 3160 00 000000 0000	25.00
			Totals for COMMUNICATIONS REVOLVING FUND	25.00
CONSORTIUM FOR EDUCA	11389	Membership Oct 2017-Sept 2018	10E001 2320 6400 00 000000 0000	1,500.00
			Totals for CONSORTIUM FOR EDUCATIONAL CH	1,500.00
COPE, RONALD	Nov-Jan 20	Consulting	10E001 2310 3100 00 000000 0000	11,475.00
			Totals for COPE, RONALD	11,475.00
CPSI LTD	3308	Subscription, License, Support and Upgrades	10E001 2660 3160 00 000000 0000	3,920.00
			Totals for CPSI LTD	3,920.00
DELL MARKETING LP	225382257	Chromebooks	10E001 1100 4110 00 000000 0000	-286.50
DELL MARKETING LP	1021123837	OptiPlex 3050 Micro, Dell OptiPlex Micro VESA Mount	10E001 2660 7100 00 000000 0000	9,161.62
			Totals for DELL MARKETING LP	8,875.12
DILONE, COLLEEN	Dec 2017	Mileage reimb for Autism training	10E001 2210 3100 00 462000 0000	96.30
			Totals for DILONE, COLLEEN	96.30
DISCOUNT MAGAZINE SU	6094058a	LMC Magazines	10E011 2220 4300 00 000000 0000	170.99
			Totals for DISCOUNT MAGAZINE SUBSCRIPTIO	170.99
EBSCO	1000067169	CMS LMC Resources	10E003 2220 4100 00 000000 0000	706.00
			Totals for EBSCO	706.00
ECOWATER/DEKALB BOTT	10025 12-1	Water	10E002 1500 4900 00 000000 0000	27.72
			Totals for ECOWATER/DEKALB BOTTLED WATER	27.72
ELGIN COMMUNITY COLL	BURLIN17FA	Tuition Tech Prep/Middle College	10E001 4270 6700 00 000000 0000	24,452.50
			Totals for ELGIN COMMUNITY COLLEGE	24,452.50
ELLIOT, CRAIG	190	PKMS Piano Tuning	10E011 1120 3230 00 000000 0000	115.00
			Totals for ELLIOT, CRAIG	115.00
FEDEX	6-015-4514	Shipping Charges	10E002 2410 3410 00 000000 0000	17.60
			Totals for FEDEX	17.60

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FEECE OIL COMPANY	3518222	Regular Fuel, Drivers Ed Nov	10E002 1730 4100 00 000000 0000	120.10
FEECE OIL COMPANY	3518222	Regular Fuel, Drivers Ed Nov	40E001 2550 4640 00 000000 0000	1,128.38
FEECE OIL COMPANY	3518222	Regular Fuel, Drivers Ed Nov	40E001 2550 4900 00 000000 0000	0.65
FEECE OIL COMPANY	3518221	Diesel Fuel	40E001 2550 4640 00 000000 0000	3,603.10
FEECE OIL COMPANY	3518221	Diesel Fuel	40E001 2550 4900 00 000000 0000	1.51
FEECE OIL COMPANY	3518894	Regular Fuel	40E001 2550 4640 00 000000 0000	1,193.50
FEECE OIL COMPANY	3518894	Regular Fuel	40E001 2550 4900 00 000000 0000	0.60
FEECE OIL COMPANY	3518895	Diesel Fuel	40E001 2550 4640 00 000000 0000	3,991.02
FEECE OIL COMPANY	3518895	Diesel Fuel	40E001 2550 4900 00 000000 0000	1.67
FEECE OIL COMPANY	3519469	DEF Fluid	40E001 2550 4100 00 000000 0000	393.70
FEECE OIL COMPANY	3519972	Regular Fuel	40E001 2550 4640 00 000000 0000	1,148.30
FEECE OIL COMPANY	3519972	Regular Fuel	40E001 2550 4900 00 000000 0000	0.61
FEECE OIL COMPANY	3519973	Diesel Fuel	40E001 2550 4640 00 000000 0000	2,702.96
FEECE OIL COMPANY	3519973	Diesel Fuel	40E001 2550 4900 00 000000 0000	1.13
			Totals for FEECE OIL COMPANY	14,287.23
FILTER SERVICES INC	INV174937	CHS Filters for Dust Collector	20E001 2540 4100 00 000000 0000	329.15
			Totals for FILTER SERVICES INC	329.15
FIRST SECURITY SYSTE	S85751	Intercom Service Call for HBT	20E001 2540 3230 00 000000 0000	317.50
			Totals for FIRST SECURITY SYSTEMS, INC	317.50
FLINN SCIENTIFIC, IN	2107028CR	Mol Bio supplies	10E002 1130 4100 00 000000 0000	-365.56
FLINN SCIENTIFIC, IN	2139732	PKMS Science Supplies	10E011 1120 4110 00 000000 0000	224.75
FLINN SCIENTIFIC, IN	2165695	Science Supplies	10E011 2410 4100 00 000000 0000	519.71
FLINN SCIENTIFIC, IN	2165268	Science Supplies	10E011 2410 4100 00 000000 0000	347.49
FLINN SCIENTIFIC, IN	2166081	Science supplies	10E002 1130 4100 00 000000 0000	176.99
			Totals for FLINN SCIENTIFIC, INC	903.38
FOLLETT SCHOOL SOLUT	22006161A	Textbooks	10E002 1130 4200 00 000000 0000	2,514.90
			Totals for FOLLETT SCHOOL SOLUTIONS, INC	2,514.90
FOX RIVER FOODS, INC	3701330	Non-Food	10E002 2560 4900 00 000000 0000	371.76
FOX RIVER FOODS, INC	3701329	Food	10E002 2560 4100 00 000000 0000	3,620.22
FOX RIVER FOODS, INC	3707019	Food/Catering	10E002 2560 4100 00 000000 0000	153.93
FOX RIVER FOODS, INC	3707012	Food/Catering	10E002 2560 4100 00 000000 0000	17.15
FOX RIVER FOODS, INC	3707013	Non-Food	10E002 2560 4100 00 000000 0000	159.58
FOX RIVER FOODS, INC	3707017	Food	10E002 2560 4100 00 000000 0000	3,583.94
FOX RIVER FOODS, INC	3707190	Credit/Food	10E002 2560 4100 00 000000 0000	-32.64
FOX RIVER FOODS, INC	3707775	Food	10E002 2560 4100 00 000000 0000	172.28
FOX RIVER FOODS, INC	3701341	Food	10E010 2560 4100 00 000000 0000	197.05
FOX RIVER FOODS, INC	3701340	Food	10E010 2560 4100 00 000000 0000	867.11
FOX RIVER FOODS, INC	3707033	Non-Food	10E010 2560 4900 00 000000 0000	115.51
FOX RIVER FOODS, INC	3707032	Food	10E010 2560 4100 00 000000 0000	1,069.83
FOX RIVER FOODS, INC	3701338	Food	10E011 2560 4100 00 000000 0000	2,068.94
FOX RIVER FOODS, INC	3701339	Non-Food	10E011 2560 4900 00 000000 0000	220.42
FOX RIVER FOODS, INC	3707030	Food	10E011 2560 4100 00 000000 0000	2,039.61
FOX RIVER FOODS, INC	3707031	Non-Food	10E011 2560 4900 00 000000 0000	209.47
FOX RIVER FOODS, INC	3701671	Credit/Food	10E011 2560 4100 00 000000 0000	-39.66
FOX RIVER FOODS, INC	3707024	Food	10E003 2560 4100 00 000000 0000	609.42
FOX RIVER FOODS, INC	3707026	Non-Food	10E003 2560 4900 00 000000 0000	144.20
FOX RIVER FOODS, INC	3701334	Food	10E003 2560 4100 00 000000 0000	961.84
FOX RIVER FOODS, INC	3701333	Non-Food	10E004 2560 4900 00 000000 0000	22.15
FOX RIVER FOODS, INC	3701332	Food	10E004 2560 4100 00 000000 0000	987.38
FOX RIVER FOODS, INC	3701331	Food	10E004 2560 4100 00 000000 0000	168.90

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FOX RIVER FOODS, INC	3707020	Non-Food	10E004 2560 4900 00 000000 0000	294.43
FOX RIVER FOODS, INC	3707022	Food	10E004 2560 4100 00 000000 0000	931.21
FOX RIVER FOODS, INC	3695430	Food	10E005 2560 4100 00 000000 0000	552.31
FOX RIVER FOODS, INC	3707010	Food/Non-Food	10E005 2560 4900 00 000000 0000	73.67
FOX RIVER FOODS, INC	3707010	Food/Non-Food	10E005 2560 5400 00 000000 0000	603.25
FOX RIVER FOODS, INC	3701127	Food	10E005 2560 4100 00 000000 0000	84.45
FOX RIVER FOODS, INC	3701129	Food	10E005 2560 4100 00 000000 0000	447.31
FOX RIVER FOODS, INC	3701336	Food	10E008 2560 4100 00 000000 0000	903.16
FOX RIVER FOODS, INC	3701335	Non-Food	10E008 2560 4900 00 000000 0000	205.76
FOX RIVER FOODS, INC	3701337	Food	10E008 2560 4100 00 000000 0000	197.05
FOX RIVER FOODS, INC	3707028	Food	10E008 2560 4100 00 000000 0000	1,216.56
FOX RIVER FOODS, INC	3707029	Non-Food	10E008 2560 4900 00 000000 0000	104.89
FOX RIVER FOODS, INC	3701670	Credit/Non-Food	10E008 2560 4900 00 000000 0000	-57.40
			Totals for FOX RIVER FOODS, INC	23,245.04
FOX VALLEY FIRE & SA	IN00134607	Fire Alarm Service Call PKMS	20E001 2540 3230 00 000000 0000	412.00
FOX VALLEY FIRE & SA	IN00136393	Blue Point Repair at CHS	20E001 2540 3230 00 000000 0000	360.50
			Totals for FOX VALLEY FIRE & SAFETY CO	772.50
GET FRESH PRODUCE IN	2721791	Produce	10E008 2560 4100 00 000000 0000	166.35
GET FRESH PRODUCE IN	2723780	Produce	10E011 2560 4100 00 000000 0000	35.28
GET FRESH PRODUCE IN	2721711	Produce	10E004 2560 4100 00 000000 0000	182.00
GET FRESH PRODUCE IN	2526011	Produce	10E011 2560 4100 00 000000 0000	148.96
GET FRESH PRODUCE IN	2625580	Produce	10E011 2560 4100 00 000000 0000	208.88
GET FRESH PRODUCE IN	2730612	Produce	10E011 2560 4100 00 000000 0000	24.07
GET FRESH PRODUCE IN	2730367	Produce	10E004 2560 4100 00 000000 0000	78.10
GET FRESH PRODUCE IN	2725015	Produce	10E008 2560 4100 00 000000 0000	258.15
GET FRESH PRODUCE IN	365104	Credit/Produce	10E008 2560 4100 00 000000 0000	-54.32
GET FRESH PRODUCE IN	365086	Credit/Produce	10E008 2560 4100 00 000000 0000	-54.32
GET FRESH PRODUCE IN	364016	Credit/Produce	10E011 2560 4100 00 000000 0000	-19.05
GET FRESH PRODUCE IN	364015	Credit/Produce	10E008 2560 4100 00 000000 0000	-38.10
GET FRESH PRODUCE IN	364013	Credit/Produce	10E010 2560 4100 00 000000 0000	-38.10
			Totals for GET FRESH PRODUCE INC	897.90
GRAINGER	9641902755	Custodial Supplies	20E001 2540 4100 00 000000 0000	24.58
			Totals for GRAINGER	24.58
GREENE, KELLY	ACTE 12/17	Reimbursement for ACTE Conference Expenses	10E001 2210 6400 00 000000 0000	1,947.75
			Totals for GREENE, KELLY	1,947.75
HARING, EMILY	Dec 2017	December Mileage Reimb	10E001 2660 3320 00 000000 0000	23.84
			Totals for HARING, EMILY	23.84
HAVE DREAMS	17904	Registration for Have Dreams-Autism Training: A Hall/C Dilone	10E001 2110 3190 00 460000 0000	300.00
HAVE DREAMS	17904	Registration for Have Dreams-Autism Training: A Hall/C Dilone	10E001 2210 3100 00 462000 0000	400.00
			Totals for HAVE DREAMS	700.00
HEATH, DERON	Uniform 20	2017-2018 Work Pant Reimb	20E002 2540 4110 00 000000 0000	39.94
			Totals for HEATH, DERON	39.94
HEINEMANN	6860118	The Fountas & Pinnell	10E001 2212 4100 00 000000 0000	165.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Literacy Continuum, Expanded Edition		
			Totals for HEINEMANN	165.00
HINCKLEY SPRING WATE	7978396 12	CMS Drinking Water	10E003 2410 4100 00 000000 0000	180.26
HINCKLEY SPRING WATE	14870571 1	B & G Bottled Water	20E001 2540 3700 00 000000 0000	74.78
			Totals for HINCKLEY SPRING WATER COMPANY	255.04
HOME DEPOT CREDIT SE	8419 12-17	Drama Supplies	10E002 1130 3900 00 000000 0000	104.82
			Totals for HOME DEPOT CREDIT SERVICES	104.82
HUBERT COMPANY	693103	Supplies	10E002 2560 4900 00 000000 0000	476.84
			Totals for HUBERT COMPANY	476.84
HUMES, MOLLY	Tuition 12	Tuition Reimbursement EDUC 775	10E002 1130 2300 00 000000 0000	800.00
			Totals for HUMES, MOLLY	800.00
ILLINOIS DEPT OF REV	20171222AD	Collection ID 2867652	10L000 4810 6090 00 000000 0000	0.00
ILLINOIS DEPT OF REV	20171222AD	Collection ID 2867652	40L000 4810 6090 00 000000 0000	60.60
ILLINOIS DEPT OF REV	20180112AD	Collection ID 2967652	40L000 4810 6090 00 000000 0000	60.24
			Totals for ILLINOIS DEPT OF REVENUE	120.84
INTEGRATED SYSTEMS C	689812	Skyward Subscription Fee	10E001 2520 3100 00 000000 0000	828.00
			Totals for INTEGRATED SYSTEMS CORPORATIO	828.00
INTERSTATE BILLING S	3008928233	Anti Freeze	40E001 2550 4100 00 000000 0000	344.88
			Totals for INTERSTATE BILLING SERVICE	344.88
J & D ENTERPRISES	902241404	CMS Basketball Backstop Repairs	20E001 2540 3230 00 000000 0000	808.50
			Totals for J & D ENTERPRISES	808.50
JAN NOHLING PHOTOGRA	10642	Winter Team Posters	10E002 1500 3190 00 000000 0000	625.00
			Totals for JAN NOHLING PHOTOGRAPHY	625.00
JJ KELLER & ASSOCIAT	9102528816	Bus Pre Trip Books	40E001 2550 4100 00 000000 0000	1,573.95
			Totals for JJ KELLER & ASSOCIATES INC	1,573.95
JOURNEYED.COM	10222910	Adobe K-12 School Site Device License 12mo	10E001 2660 3160 00 000000 0000	2,399.00
			Totals for JOURNEYED.COM	2,399.00
JW PEPPER & SON, INC	11D24364	Vocal classroom supplies	10E002 1130 4100 00 000000 0000	444.21
JW PEPPER & SON, INC	11C89804	CMS Music Sheets	10E003 1120 4100 00 000000 0000	84.74
			Totals for JW PEPPER & SON, INC	528.95
KANE COUNTY HEALTH D	2018 Food	Food Handling Permit Fee	10E002 2560 6400 00 000000 0000	619.00
KANE COUNTY HEALTH D	2018 Food	Food Handling Permit Fee	10E003 2560 6400 00 000000 0000	619.00
KANE COUNTY HEALTH D	2018 Food	Food Handling Permit Fee	10E004 2560 6400 00 000000 0000	619.00
KANE COUNTY HEALTH D	2018 Food	Food Handling Permits	10E008 2560 6400 00 000000 0000	619.00
KANE COUNTY HEALTH D	2018 Food	Food Handling Permit Fee	10E005 2560 6400 00 000000 0000	619.00
			Totals for KANE COUNTY HEALTH DEPARTMENT	3,095.00
KANE COUNTY REGIONAL	9895	Fingerprinting 12/31	10E001 2520 3100 00 000000 0000	120.00
			Totals for KANE COUNTY REGIONAL OFFICE O	120.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
KB BILINGUAL SERVICE	Dec 2017	Bilingual Speech Therapy	10E001 4120 3190 00 000000 0000	300.00
			Totals for KB BILINGUAL SERVICES	300.00
KING, NICHOLAS	Dec 2017	Dec Mileage Reimb	10E001 2660 3320 00 000000 0000	16.59
			Totals for KING, NICHOLAS	16.59
LAERDAL MEDICAL CORP	2017/20001	CPR Training supplies	10E001 2130 4100 00 000000 0000	127.00
			Totals for LAERDAL MEDICAL CORPORATION	127.00
LAKE-COOK DISTRIBUTO	20172077	CMS Textbooks for ELA	10E003 1120 4200 00 000000 0000	284.88
			Totals for LAKE-COOK DISTRIBUTORS, INC	284.88
LARSON & DARBY GROUP	38064	CHS Field House Phase II for November	60E002 2530 5300 00 000000 0000	19,548.01
			Totals for LARSON & DARBY GROUP	19,548.01
LECTORUM PUBLICATION	787819	Spanish Books for Library	10E001 2210 4100 00 430000 0000	513.15
			Totals for LECTORUM PUBLICATIONS INC.	513.15
MALADRA, TAYLOR	Tuition 12	Tuition Reimbursement EDUC 775	10E002 1130 2300 00 000000 0000	400.00
MALADRA, TAYLOR	Tuition 12	Tuition Reimbursement EDUC 778	10E004 1110 2300 00 000000 0000	400.00
			Totals for MALADRA, TAYLOR	800.00
MATISON, DAVID	Uniform FY	2017-2018 Work Boot/Pant Reimb	20E002 2540 4110 00 000000 0000	132.95
			Totals for MATISON, DAVID	132.95
MCGRAW HILL SCHOOL E	1005263420	SRA materials	10E004 1110 4200 00 000000 0000	88.50
			Totals for MCGRAW HILL SCHOOL EDUCATION	88.50
MENARDS, ELGIN	36908	Custodial Supplies	20E001 2540 4100 00 000000 0000	173.77
MENARDS, ELGIN	37441	Grounds Supplies	20E001 2540 4120 00 000000 0000	94.87
MENARDS, ELGIN	37210	Grounds Supplies	20E001 2540 4120 00 000000 0000	123.48
MENARDS, ELGIN	37791	Custodial Supplies	20E001 2540 4100 00 000000 0000	170.55
MENARDS, ELGIN	37788	Custodial Supplies	20E001 2540 4100 00 000000 0000	-36.07
			Totals for MENARDS, ELGIN	526.60
MEZA, LIDIA	Uniform FY	2017-2018 Work Boot Reimb	20E002 2540 4110 00 000000 0000	123.01
			Totals for MEZA, LIDIA	123.01
MIDWEST COMPUTER PRO	710800	Projectors and Remotes	10E008 2410 4100 00 000000 0000	30.00
MIDWEST COMPUTER PRO	710800	Projectors and Remotes	10E008 2410 7100 00 000000 0000	1,884.48
MIDWEST COMPUTER PRO	710964	CHS Supplies	10E001 2660 4100 00 000000 0000	1,456.25
MIDWEST COMPUTER PRO	709161	Laser Projector for Auditorium	10E001 2660 5400 00 000000 0000	8,653.00
			Totals for MIDWEST COMPUTER PRODUCTS, IN	12,023.73
MIDWEST TRANSIT EQUI	X101035488	Misc. Parts	40E001 2550 4100 00 000000 0000	51.39
			Totals for MIDWEST TRANSIT EQUIPMENT, IN	51.39
MOLLY HAWKINS	24167	Art supplies	10E002 1130 4100 00 000000 0000	830.06
			Totals for MOLLY HAWKINS	830.06

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NASCO	826250	Science supplies	10E002 1130 4100 00 000000 0000	112.15
			Totals for NASCO	112.15
NATIONAL INVESTIGATI	RI-17-3084	Residency Surveillance	10E001 2520 3100 00 000000 0000	150.00
NATIONAL INVESTIGATI	RI-17-3085	Residency Surveillance	10E001 2520 3100 00 000000 0000	180.00
			Totals for NATIONAL INVESTIGATIONS, INC	330.00
NATIONAL SEED	574539SI	Grounds Bulk Rock Salt	20E001 2540 4120 00 000000 0000	3,125.01
			Totals for NATIONAL SEED	3,125.01
NCPERS-IL IMRF	20171215AD	Payroll accrual	10L000 4810 4070 00 000000 0000	8.00
NCPERS-IL IMRF	20171215AD	Payroll accrual	40L000 4810 4070 00 000000 0000	40.00
NCPERS-IL IMRF	20171222AD	Payroll accrual	10L000 4810 4070 00 000000 0000	8.00
NCPERS-IL IMRF	20171222AD	Payroll accrual	40L000 4810 4070 00 000000 0000	40.00
			Totals for NCPERS-IL IMRF	96.00
NCS PEARSON, INC	11441868	Protocols	10E001 2230 3190 00 462000 0000	141.45
NCS PEARSON, INC	11462684	Protocols	10E001 2230 3190 00 462000 0000	255.73
			Totals for NCS PEARSON, INC	397.18
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	15,983.16
NIHIP	20171215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	231.64
NIHIP	20171215AD	Payroll accrual	40L000 4810 4010 00 000000 0000	231.64
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,626.71
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	41.31
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	41.31
NIHIP	20171215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	206.55
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	223.58
NIHIP	20171215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	305.57
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,838.16
NIHIP	20171215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	1,141.00
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,093.80
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	450.21
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	280.92
NIHIP	20171215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	556.47
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	139.51
NIHIP	20171215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	116.03
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	402.44
NIHIP	20171215AD	Payroll accrual	20L000 4810 4010 00 000000 0000	402.44
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,409.52
NIHIP	20171215AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,974.90
NIHIP	20171215AD	Payroll accrual	10L000 1120 0010 00 000000 0000	182.25
NIHIP	20171215AD	Payroll accrual	20L000 1120 0010 00 000000 0000	9.00
NIHIP	20171215AD	Payroll accrual	40L000 1120 0010 00 000000 0000	6.75
NIHIP	20171215AD	Payroll accrual	10L000 1120 0010 00 000000 0000	67.50
NIHIP	20171215AD	Payroll accrual	20L000 1120 0010 00 000000 0000	6.25
NIHIP	20171215AD	Payroll accrual	40L000 1120 0010 00 000000 0000	2.50
NIHIP	20171215AD	Payroll accrual	10L000 1120 0010 00 000000 0000	861.25
NIHIP	20171215AD	Payroll accrual	20L000 1120 0010 00 000000 0000	98.60
NIHIP	20171215AD	Payroll accrual	40L000 1120 0010 00 000000 0000	187.35
NIHIP	20171215AD	Payroll accrual	10L000 4810 2240 00 000000 0000	1,001.56
NIHIP	20171215AD	Payroll accrual	20L000 4810 2240 00 000000 0000	102.20
NIHIP	20171215AD	Payroll accrual	40L000 4810 2240 00 000000 0000	10.22
NIHIP	20171215AD	Payroll accrual	10L000 4810 2240 00 000000 0000	377.52
NIHIP	20171215AD	Payroll accrual	20L000 4810 2240 00 000000 0000	36.30
NIHIP	20171215AD	Payroll accrual	40L000 4810 2240 00 000000 0000	7.26

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	75,744.30
NIHIP	20171215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,621.44
NIHIP	20171215AF	Payroll accrual	40L000 4810 2220 00 000000 0000	1,621.44
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	2,089.45
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	48,213.36
NIHIP	20171215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	354.51
NIHIP	20171215AF	Payroll accrual	40L000 4810 2220 00 000000 0000	354.51
NIHIP	20171215AF	Payroll accrual	40L000 4810 2220 00 000000 0000	354.51
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	626.40
NIHIP	20171215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,878.58
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	670.74
NIHIP	20171215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	588.75
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	5,514.39
NIHIP	20171215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	3,532.50
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	2,500.64
NIHIP	20171215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,500.64
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,010.67
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	279.00
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20171215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	901.95
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	139.51
NIHIP	20171215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	588.75
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	275.04
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,228.72
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	825.15
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20171215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	5,924.80
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,082.80
NIHIP	20171215AF	Payroll accrual	40L000 4810 2220 00 000000 0000	308.28
NIHIP	20171215AF	Payroll accrual	10L000 4810 2220 00 000000 0000	308.28
NIHIP	20171215AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,157.96
NIHIP	20171215AF	Payroll accrual	10L000 4810 2210 00 000000 0000	389.88
NIHIP	20171215AF	Payroll accrual	20L000 4810 2210 00 000000 0000	31.46
NIHIP	20171215AF	Payroll accrual	40L000 4810 2210 00 000000 0000	6.08
NIHIP	20171215AF	Payroll accrual	10L000 4810 2200 00 000000 0000	298.15
NIHIP	20171215AF	Payroll accrual	20L000 4810 2200 00 000000 0000	12.32
NIHIP	20171215BD	Payroll accrual	10L000 1120 0010 00 000000 0000	-8.10
NIHIP	20171215BD	Payroll accrual	10L000 1120 0010 00 000000 0000	-12.00
NIHIP	20171215BD	Payroll accrual	10L000 4810 2240 00 000000 0000	-32.67
NIHIP	20171215BF	Payroll accrual	10L000 4810 2220 00 000000 0000	-3,899.61
NIHIP	20171215BF	Payroll accrual	10L000 4810 2220 00 000000 0000	-924.84
NIHIP	20171215BF	Payroll accrual	10L000 4810 2210 00 000000 0000	-12.16
NIHIP	20171215CD	Payroll accrual	10L000 1120 0010 00 000000 0000	8.10
NIHIP	20171215CD	Payroll accrual	10L000 1120 0010 00 000000 0000	12.00
NIHIP	20171215CD	Payroll accrual	10L000 4810 2240 00 000000 0000	32.67
NIHIP	20171215CF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,899.61
NIHIP	20171215CF	Payroll accrual	10L000 4810 2220 00 000000 0000	924.84
NIHIP	20171215CF	Payroll accrual	10L000 4810 2210 00 000000 0000	12.16
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	15,983.16
NIHIP	20171222AD	Payroll accrual	20L000 4810 4010 00 000000 0000	231.64
NIHIP	20171222AD	Payroll accrual	40L000 4810 4010 00 000000 0000	231.64
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,626.71
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	41.31
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	41.31
NIHIP	20171222AD	Payroll accrual	20L000 4810 4010 00 000000 0000	206.55

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	223.58
NIHIP	20171222AD	Payroll accrual	20L000 4810 4010 00 000000 0000	305.57
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,838.16
NIHIP	20171222AD	Payroll accrual	20L000 4810 4010 00 000000 0000	1,141.00
NIHIP	20171222AD	Payroll accrual	20L000 4810 4010 00 000000 0000	625.16
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,093.80
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	450.21
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	280.92
NIHIP	20171222AD	Payroll accrual	20L000 4810 4010 00 000000 0000	556.47
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	139.51
NIHIP	20171222AD	Payroll accrual	20L000 4810 4010 00 000000 0000	116.03
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	402.44
NIHIP	20171222AD	Payroll accrual	20L000 4810 4010 00 000000 0000	402.44
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,409.52
NIHIP	20171222AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,974.90
NIHIP	20171222AD	Payroll accrual	10L000 1120 0010 00 000000 0000	182.25
NIHIP	20171222AD	Payroll accrual	20L000 1120 0010 00 000000 0000	9.00
NIHIP	20171222AD	Payroll accrual	40L000 1120 0010 00 000000 0000	6.75
NIHIP	20171222AD	Payroll accrual	10L000 1120 0010 00 000000 0000	67.50
NIHIP	20171222AD	Payroll accrual	20L000 1120 0010 00 000000 0000	6.25
NIHIP	20171222AD	Payroll accrual	40L000 1120 0010 00 000000 0000	2.50
NIHIP	20171222AD	Payroll accrual	10L000 1120 0010 00 000000 0000	861.25
NIHIP	20171222AD	Payroll accrual	20L000 1120 0010 00 000000 0000	98.60
NIHIP	20171222AD	Payroll accrual	40L000 1120 0010 00 000000 0000	187.35
NIHIP	20171222AD	Payroll accrual	10L000 4810 2240 00 000000 0000	1,001.56
NIHIP	20171222AD	Payroll accrual	20L000 4810 2240 00 000000 0000	102.20
NIHIP	20171222AD	Payroll accrual	40L000 4810 2240 00 000000 0000	10.22
NIHIP	20171222AD	Payroll accrual	10L000 4810 2240 00 000000 0000	377.52
NIHIP	20171222AD	Payroll accrual	20L000 4810 2240 00 000000 0000	36.30
NIHIP	20171222AD	Payroll accrual	40L000 4810 2240 00 000000 0000	7.26
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	75,744.30
NIHIP	20171222AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,621.44
NIHIP	20171222AF	Payroll accrual	40L000 4810 2220 00 000000 0000	1,621.44
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	2,089.45
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	47,858.85
NIHIP	20171222AF	Payroll accrual	20L000 4810 2220 00 000000 0000	354.51
NIHIP	20171222AF	Payroll accrual	40L000 4810 2220 00 000000 0000	354.51
NIHIP	20171222AF	Payroll accrual	40L000 4810 2220 00 000000 0000	354.51
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	626.40
NIHIP	20171222AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,878.58
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	670.74
NIHIP	20171222AF	Payroll accrual	20L000 4810 2220 00 000000 0000	588.75
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	5,514.39
NIHIP	20171222AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,943.75
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	2,500.64
NIHIP	20171222AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,875.48
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,010.67
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	279.00
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20171222AF	Payroll accrual	20L000 4810 2220 00 000000 0000	901.95
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	139.51
NIHIP	20171222AF	Payroll accrual	20L000 4810 2220 00 000000 0000	588.75
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	275.04
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,228.72
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	825.15
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,177.50

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NIHIP	20171222AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	5,924.80
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,082.80
NIHIP	20171222AF	Payroll accrual	40L000 4810 2220 00 000000 0000	308.28
NIHIP	20171222AF	Payroll accrual	10L000 4810 2220 00 000000 0000	308.28
NIHIP	20171222AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,157.96
NIHIP	20171222AF	Payroll accrual	10L000 4810 2210 00 000000 0000	389.12
NIHIP	20171222AF	Payroll accrual	20L000 4810 2210 00 000000 0000	31.46
NIHIP	20171222AF	Payroll accrual	40L000 4810 2210 00 000000 0000	6.08
NIHIP	20171222AF	Payroll accrual	10L000 4810 2200 00 000000 0000	298.15
NIHIP	20171222AF	Payroll accrual	20L000 4810 2200 00 000000 0000	12.32
NIHIP	January 20	Medical adjust	10E002 1130 2210 00 000000 0000	-0.76
NIHIP	January 20	Medical adjust	10E002 1130 2220 00 000000 0000	332.84
NIHIP	January 20	Medical adjust	20E001 2540 2210 00 000000 0000	3.04
NIHIP	January 20	Medical adjust	20E001 2540 2220 00 000000 0000	682.06
			Totals for NIHIP	414,314.84
OFFICE DEPOT	9805614710	Office Supplies	40E001 2550 4110 00 000000 0000	73.18
OFFICE DEPOT	9664273920	Supplies	10E011 2410 4100 00 000000 0000	283.12
OFFICE DEPOT	9743754080	Credit-Supplies	10E011 2410 4100 00 000000 0000	-283.12
OFFICE DEPOT	9847977310	Nurse equipment	10E004 1110 4250 00 000000 0000	29.99
OFFICE DEPOT	9847980840	Nurse equipment	10E004 1110 4250 00 000000 0000	2.84
OFFICE DEPOT	9847980830	Nurse equipment	10E004 1110 4250 00 000000 0000	19.79
OFFICE DEPOT	9847901850	Office supplies	10E004 2410 4100 00 000000 0000	65.59
			Totals for OFFICE DEPOT	191.39
PAR, INC	877359-1	Protocols	10E001 2230 3190 00 462000 0000	102.30
			Totals for PAR, INC	102.30
PARRA, ROBERTO	Dec 2017	December Mileage Reimb	10E001 2660 3320 00 000000 0000	58.51
			Totals for PARRA, ROBERTO	58.51
PASQUINI, CHRISTOPHE	Dec 2017	December Mileage Reimb	10E001 2660 3320 00 000000 0000	29.00
			Totals for PASQUINI, CHRISTOPHER	29.00
PAULUS, KIMBERLY	Dec 2017	December mileage reimb	10E001 2212 3320 00 000000 0000	103.37
			Totals for PAULUS, KIMBERLY	103.37
PEPSI COLA GEN BOT I	22905555	Beverages	10E011 2560 4100 00 000000 0000	191.58
PEPSI COLA GEN BOT I	26197658	Beverages	10E002 2560 4100 00 000000 0000	159.10
PEPSI COLA GEN BOT I	24488810	Soda	10E002 1500 4900 00 000000 0000	295.30
PEPSI COLA GEN BOT I	26197659	Soda	10E002 1500 4900 00 000000 0000	196.85
PEPSI COLA GEN BOT I	28831359	Beverages	10E002 2560 4100 00 000000 0000	710.34
PEPSI COLA GEN BOT I	28067362	Beverages	10E011 2560 4100 00 000000 0000	146.68
PEPSI COLA GEN BOT I	25694962	Beverages	10E011 2560 4100 00 000000 0000	265.74
PEPSI COLA GEN BOT I	8692807	Beverages	10E002 2560 4100 00 000000 0000	823.27
			Totals for PEPSI COLA GEN BOT INC	2,788.86
PIONEER CREDIT RECOV	20171222AD	Acct No 13105370	10L000 4810 6090 00 000000 0000	314.43
PIONEER CREDIT RECOV	20180112AD	Acct 13105370	10L000 4810 6090 00 000000 0000	314.17
			Totals for PIONEER CREDIT RECOVERY INC	628.60
PIONEER MANUFACTURIN	INV664080	Grounds Turf Blanket / Acct #CE5575	20E001 2540 4120 00 000000 0000	130.00
			Totals for PIONEER MANUFACTURING CO/ATHL	130.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PITNEY BOWES	1005929433	Ink for postage machine	10E003 2410 3410 00 000000 0000	67.99
			Totals for PITNEY BOWES	67.99
POSITIVE REFLECTION	003-05-201	Social Media Dec	10E001 2900 3000 00 000000 0000	2,000.00
			Totals for POSITIVE REFLECTION PUBLIC RE	2,000.00
POTSIC, MICHAEL	Dec 2017	Mileage reimbursement	10E001 2330 3320 00 000000 0000	122.52
			Totals for POTSIC, MICHAEL	122.52
R A ADAMS ENTERPRISE	813608	Grounds Equipment Supplies / Repair	20E001 2540 4120 00 000000 0000	233.16
			Totals for R A ADAMS ENTERPRISES, INC	233.16
RALPH HELM INC	285727	Grounds Repair of Trimmers	20E001 2540 4120 00 000000 0000	42.50
RALPH HELM INC	285726	Grounds Repair of Trimmers	20E001 2540 4120 00 000000 0000	57.08
			Totals for RALPH HELM INC	99.58
ROADWAY TOWING & SER	1018694	Safety Lane	40E001 2550 6400 00 000000 0000	388.00
ROADWAY TOWING & SER	1018643	Safety Lane	40E001 2550 6400 00 000000 0000	410.00
			Totals for ROADWAY TOWING & SERVICE, INC	798.00
ROBINSON, BRITTNEY	Tuition 12	Tuition Reimbursement CEDU556	10E010 1110 2300 00 000000 0000	300.00
			Totals for ROBINSON, BRITTNEY	300.00
ROUTE 47 TRANSPORTAT	Dec 2017	Taxi Services Dec	40E001 2550 3310 00 000000 0000	2,574.00
ROUTE 47 TRANSPORTAT	Dec 2017a	Taxi Services Dec	40E001 2550 3310 00 000000 0000	1,115.40
			Totals for ROUTE 47 TRANSPORTATION SERVI	3,689.40
RUSSO POWER EQUIPMEN	4611978	Grounds Supplies	20E001 2540 4120 00 000000 0000	919.98
			Totals for RUSSO POWER EQUIPMENT	919.98
SAFETY KLEEN CORP	75469958	Non Hazardous Solid Pick Up - CMS	20E001 2540 3230 00 000000 0000	444.15
			Totals for SAFETY KLEEN CORP	444.15
SCHINDLER ELEVATOR C	7152636181	PKMS Elevator Repair	20E001 2540 3230 00 000000 0000	1,410.72
SCHINDLER ELEVATOR C	7152638483	3rd Party Witness for No Load Hydraulic Pressure Test - CHS	20E001 2540 3100 00 000000 0000	395.00
			Totals for SCHINDLER ELEVATOR CORPORATIO	1,805.72
SCHOOL FIX CATALOG	225172A	Grounds - New Seats for Swingsets	20E001 2540 4120 00 000000 0000	1,363.67
			Totals for SCHOOL FIX CATALOG	1,363.67
SCHOOL HEALTH CORPOR	3383025-00	CPR training supplies	10E001 2130 4100 00 000000 0000	74.70
			Totals for SCHOOL HEALTH CORPORATION	74.70
SCHOOL PAPER EXPRESS	10774	School newspaper	10E002 1130 3190 00 000000 0000	382.00
SCHOOL PAPER EXPRESS	11320	School newspaper	10E002 1130 3190 00 000000 0000	375.00
			Totals for SCHOOL PAPER EXPRESS	757.00
SCHWARTZ, JENNIFER	Tuition 12	Tuition Reimbursement 778	10E002 1130 2300 00 000000 0000	400.00
SCHWARTZ, JENNIFER	Tuition 12	Tuition Reimbursement EDUC 775	10E002 1130 2300 00 000000 0000	400.00
			Totals for SCHWARTZ, JENNIFER	800.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SERVICE CONCEPTS, IN	20440	HBT-Roof Top Unit Compressor	20E001 2540 4110 00 000000 0000	2,329.54
SERVICE CONCEPTS, IN	20507	Repairs LL warming table	10E010 2560 3230 00 000000 0000	367.59
SERVICE CONCEPTS, IN	20509	Maintenance Service	20E001 2540 3230 00 000000 0000	360.00
SERVICE CONCEPTS, IN	20508	Maintenance Supplies	20E001 2540 4110 00 000000 0000	896.65
SERVICE CONCEPTS, IN	20555	Kitchen Service Contract	10E001 2560 3230 00 000000 0000	1,833.33
			Totals for SERVICE CONCEPTS, INC	5,787.11
SERVICE SANITATION I	7459005	Servicing of Transportation	20E001 2540 3230 00 000000 0000	86.75
SERVICE SANITATION I	7461031	Servicing of Mobile Unit	20E001 2540 3230 00 000000 0000	195.00
SERVICE SANITATION I	7459004	Servicing of Mobile Unit	20E001 2540 3230 00 000000 0000	295.00
			Totals for SERVICE SANITATION INC	576.75
SMARTSIGN/MY PARKING	SMT-180201	PV Roadway Sign	20E001 2540 4120 00 000000 0000	232.98
			Totals for SMARTSIGN/MY PARKING SIGN	232.98
SONITROL CHICAGOLAND	233115	CHS Access Security Services, CCTV, Fire	20E001 2540 3100 00 000000 0000	1,680.00
SONITROL CHICAGOLAND	233116	CMS Access Security Services, CCTV, Fire	20E001 2540 3100 00 000000 0000	1,473.00
SONITROL CHICAGOLAND	233117	PKMS Access Security Services, CCTV, Fire	20E001 2540 3100 00 000000 0000	1,851.00
			Totals for SONITROL CHICAGOLAND WEST	5,004.00
SOURCE ONE OFFICE PR	424314	Tempura Paint for Art Room	10E005 2410 4100 00 000000 0000	90.69
SOURCE ONE OFFICE PR	424254	11x17 copy paper	10E008 2410 4100 00 000000 0000	119.98
SOURCE ONE OFFICE PR	424506	3-ring binders Grade 5	10E008 1110 4100 00 000000 0000	174.90
			Totals for SOURCE ONE OFFICE PRODUCTS	385.57
SPECTRUM JANITORIAL	557394	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,611.24
			Totals for SPECTRUM JANITORIAL SUPPLY	1,611.24
STAN'S FINANCIAL SER	332397	Staples	10E004 1110 4170 00 000000 0000	70.52
STAN'S FINANCIAL SER	333353	Copies October	10E001 2410 3250 00 000000 0000	11,737.23
STAN'S FINANCIAL SER	CM-1051	Credit for incorrect invoices	10E001 2410 3250 00 000000 0000	-16,741.43
STAN'S FINANCIAL SER	333071	Staples for Main Office Copier	10E003 2410 4100 00 000000 0000	66.70
STAN'S FINANCIAL SER	333303	Copy Supplies	10E010 1110 4170 00 000000 0000	95.00
STAN'S FINANCIAL SER	334036	Copies- Black and Color Dec	10E001 2410 3250 00 000000 0000	9,816.42
STAN'S FINANCIAL SER	346535826	Copiers 500-0425601-000	10E001 2410 3250 00 000000 0000	433.00
			Totals for STAN'S FINANCIAL SERVICES, IN	5,477.44
STATE DISBURSEMENT U	20171222AD	1704300/05F000611	10L000 4810 6100 00 000000 0000	250.00
STATE DISBURSEMENT U	20180112AD	1704300/05F000611	10L000 4810 6100 00 000000 0000	250.00
			Totals for STATE DISBURSEMENT UNIT	500.00
STREAMWOOD BEHAVIORA	7606	Tutoring	10E001 1912 6700 00 000000 0000	320.00
			Totals for STREAMWOOD BEHAVIORAL HEALTH	320.00
SUPER DUPER PUBLICAT	2308592A	Speech/Language supplies	10E001 2150 4100 00 000000 0000	80.86
			Totals for SUPER DUPER PUBLICATIONS	80.86
SUPPLYWORKS	421494162	Custodial Supplies	20E001 2540 4100 00 000000 0000	14.78
SUPPLYWORKS	421184235	Custodial Supplies	20E001 2540 4100 00 000000 0000	33.33
SUPPLYWORKS	421184243	Custodial Supplies	20E001 2540 4100 00 000000 0000	325.24
SUPPLYWORKS	421335969	Custodial Supplies	20E001 2540 4100 00 000000 0000	331.60
SUPPLYWORKS	421664152	Custodial Supplies	20E001 2540 4100 00 000000 0000	943.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SUPPLYWORKS	422595421	Custodial Supplies	20E001 2540 4100 00 000000 0000	11.92
SUPPLYWORKS	421983917	Custodial Supplies	20E001 2540 4100 00 000000 0000	58.87
SUPPLYWORKS	422595413	Custodial Supplies	20E001 2540 4100 00 000000 0000	101.00
SUPPLYWORKS	422437749	Custodial Supplies	20E001 2540 4100 00 000000 0000	189.00
SUPPLYWORKS	422750562	Custodial Supplies	20E001 2540 4100 00 000000 0000	209.74
SUPPLYWORKS	422901389	Custodial Supplies	20E001 2540 4100 00 000000 0000	273.72
SUPPLYWORKS	422283424	Custodial Supplies	20E001 2540 4100 00 000000 0000	365.99
SUPPLYWORKS	422901371	Custodial Supplies	20E001 2540 4100 00 000000 0000	470.51
SUPPLYWORKS	422901397	Custodial Supplies	20E001 2540 4100 00 000000 0000	872.50
SUPPLYWORKS	422901363	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,217.94
SUPPLYWORKS	422901413	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,524.36
SUPPLYWORKS	422901405	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,910.90
SUPPLYWORKS	422437731	Custodial IMop Scrubbers	20E001 2540 5400 00 000000 0000	10,730.86
SUPPLYWORKS	422502930	Grounds Tool Chest for Garage	20E001 2540 4120 00 000000 0000	663.62
SUPPLYWORKS	423185784	Custodial Supplies	20E001 2540 4100 00 000000 0000	17.30
SUPPLYWORKS	423185792	Custodial Supplies	20E001 2540 4100 00 000000 0000	566.97
			Totals for SUPPLYWORKS	20,833.15
SYBRANT, ELLEN	Dec 2017	Mileage Reimbursement	10E001 2150 3320 00 000000 0000	20.22
			Totals for SYBRANT, ELLEN	20.22
TEACHER SYNERGY LLC	55270074	Guided Reading 1st grade	10E004 1110 4100 00 000000 0000	50.98
			Totals for TEACHER SYNERGY LLC	50.98
TROPHIES BY GEORGE	9457-17	Freshman Tournament Winner Plaques	10E002 1500 4900 00 000000 0000	245.60
TROPHIES BY GEORGE	7062-17	Freshman Tournament Winner Plaques	10E002 1500 4900 00 000000 0000	114.60
			Totals for TROPHIES BY GEORGE	360.20
TRUEMPER & TITINER,	20171222AD	Case No 10 SC 853	40L000 4810 6080 00 000000 0000	50.00
TRUEMPER & TITINER,	20180112AD	Case No 10 SC 853	40L000 4810 6080 00 000000 0000	50.00
			Totals for TRUEMPER & TITINER, LIMITED	100.00
UNIVERSITY OF ILLINO	78683	Commercial Pesticide Training & Certification Clinic-D. Heath and D. Joiner	20E001 2540 6400 00 000000 0000	140.00
			Totals for UNIVERSITY OF ILLINOIS-PSEP	140.00
US BANK	4857153	Bonds Series 2006 admin fee	30E001 5400 3190 00 000000 0000	450.00
US BANK	4857149	Bonds Series 1999 admin fee	30E001 5400 3190 00 000000 0000	750.00
			Totals for US BANK	1,200.00
US BANK EQUIPMENT FI	346065824	Copiers	10E001 2410 3250 00 000000 0000	4,104.69
US BANK EQUIPMENT FI	346150154	Copiers	10E001 2410 3250 00 000000 0000	245.35
US BANK EQUIPMENT FI	347022717	Copiers	10E001 2410 3250 00 000000 0000	1,140.00
US BANK EQUIPMENT FI	347381725	Copiers	10E001 2410 3250 00 000000 0000	159.45
			Totals for US BANK EQUIPMENT FINANCE, IN	5,649.49
US DEPARTMENT OF EDU	20171222AD	Tracing No 1026074851	10L000 4810 6090 00 000000 0000	229.31
US DEPARTMENT OF EDU	20180112AD	Tracing No 1026074851	10L000 4810 6090 00 000000 0000	229.26
			Totals for US DEPARTMENT OF EDUCATION	458.57
VERIZON WIRELESS SER	9798181794	B & G Cell Phone / MiFi / Emergency Phones	20E001 2540 3400 00 000000 0000	990.69
			Totals for VERIZON WIRELESS SERVICES LLC	990.69

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
VORTEX COMMERCIAL FL	11500-1	PKMS Weight Room Floor	20E001 2540 5400 00 000000 0000	18,400.00
VORTEX COMMERCIAL FL	11500-2	PKMS - Weight Room Floor Prep	20E001 2540 5400 00 000000 0000	1,374.00
VORTEX COMMERCIAL FL	11447-3	CHS Library	20E001 2540 5400 00 000000 0000	6,467.00
VORTEX COMMERCIAL FL	11447-2	CHS Library carpet tile, flooring	20E001 2540 5400 00 000000 0000	46,587.00
			Totals for VORTEX COMMERCIAL FLOORING	72,828.00
WAREHOUSE DIRECT	3712360-0	Custodial Supplies	20E001 2540 4100 00 000000 0000	75.52
WAREHOUSE DIRECT	3712360-1	Custodial Supplies	20E001 2540 4100 00 000000 0000	75.52
			Totals for WAREHOUSE DIRECT	151.04
WEST MUSIC COMPANY	SI1535111	Music supplies	10E004 1110 4100 00 000000 0000	955.40
			Totals for WEST MUSIC COMPANY	955.40
WEST SIDE ELECTRIC S	18959-1	Maintenance Supplies	20E001 2540 4110 00 000000 0000	454.56
WEST SIDE ELECTRIC S	18962-2	Maintenance Supplies	20E001 2540 4110 00 000000 0000	4.84
			Totals for WEST SIDE ELECTRIC SUPPLY CO,	459.40
WORKSPACE INTERIORS	986423287	CHS Life Skills Furniture	60E002 2540 5400 00 000000 0000	3,266.14
			Totals for WORKSPACE INTERIORS	3,266.14
WOW BUSINESS	14166807 1	Internet Access	10E001 2660 3160 00 000000 0000	1,962.49
			Totals for WOW BUSINESS	1,962.49
YODER, CONRAD	Dec 2017	December Mileage Reimb	10E001 2660 3320 00 000000 0000	32.07
			Totals for YODER, CONRAD	32.07
YODER, SPENCER	Dec 2017	December Mileage Reimb	10E001 2660 3320 00 000000 0000	24.79
			Totals for YODER, SPENCER	24.79
			Totals for checks	749,051.80

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	372,191.68	0.00	162,206.75	534,398.43
20	OPERATIONS AND MAINTENANCE	36,528.07	0.00	126,299.34	162,827.41
30	DEBT SERVICE, BOND & INTEREST	0.00	0.00	1,200.00	1,200.00
40	TRANSPORTATION FUND	6,481.92	0.00	21,329.89	27,811.81
60	CAPITAL PROJECTS	0.00	0.00	22,814.15	22,814.15
*** Fund Summary Totals ***		415,201.67	0.00	333,850.13	749,051.80

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

Approved by the Board of Education

Jeff Kellenberger – President _____ Date

Christina Johnson – Secretary _____ Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ADAMSKI, JIM	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
ADAMSKI, JIM	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for ADAMSKI, JIM	65.00
ANDERSON, AMOS	Dec 4	CMS BB Official 12/04/2017	10E003 1500 3190 00 000000 0000	60.00
			Totals for ANDERSON, AMOS	60.00
BACH, BRAD	Nov 15	CHS V GBB Official 11/15/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for BACH, BRAD	65.00
BAILEY, MICHAEL	Sept 25	PKMS 7th FB Official 9/25/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for BAILEY, MICHAEL	60.00
BARRINGTON HIGH SCHO	Nov 24	CHS Wrestling Tournament 11/24/17	10E002 1500 6400 00 000000 0000	300.00
			Totals for BARRINGTON HIGH SCHOOL	300.00
BATAVIA HIGH SCHOOL	Jan 13	CHS Wrestling Tournament 1/13/18	10E002 1500 6400 00 000000 0000	300.00
			Totals for BATAVIA HIGH SCHOOL	300.00
BELVIDERE HIGH SCHOO	Jan 4	CHS JV Wrestling Tournament 1/4/18	10E002 1500 6400 00 000000 0000	175.00
			Totals for BELVIDERE HIGH SCHOOL	175.00
BERT, JEFFREY	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3190 00 000000 0000	52.00
BERT, JEFFREY	Nov 14	CHS V GBB Official 11/14/2017	10E002 1500 3190 00 000000 0000	65.00
BERT, JEFFREY	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3190 00 000000 0000	13.00
			Totals for BERT, JEFFREY	130.00
BILDERBACK, WILLIAM	Nov 18	CHS FR GBB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
			Totals for BILDERBACK, WILLIAM	52.00
BLAIR, PETER	Oct 30	PKMS 7th BB Official 10/30/17	10E011 1500 3190 00 000000 0000	60.00
BLAIR, PETER	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
BLAIR, PETER	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for BLAIR, PETER	125.00
BOECKELMAN, WAYNE	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
BOECKELMAN, WAYNE	Nov 13	CHS V GBB Official 11/13/2017	10E002 1500 3190 00 000000 0000	65.00
BOECKELMAN, WAYNE	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for BOECKELMAN, WAYNE	130.00
BRENNAN, WILLIAM	Nov 13	CHS V GBB Official 11/13/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for BRENNAN, WILLIAM	65.00
BRICE, JEFFREY	Nov 7	PKMS 7th BB Official 11/7/17	10E011 1500 3190 00 000000 0000	60.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BRICE, JEFFREY	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
BRICE, JEFFREY	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for BRICE, JEFFREY	125.00
BROCK, ROBERT	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
BROCK, ROBERT	Nov 13	CHS V GBB Official 11/13/2017	10E002 1500 3190 00 000000 0000	65.00
BROCK, ROBERT	Nov 15	CHS V GBB Official 11/15/2017	10E002 1500 3190 00 000000 0000	65.00
BROCK, ROBERT	Nov 18	Balance-CHS RGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for BROCK, ROBERT	195.00
BUCKLEY, TIMOTHY	Nov 21	CHS VGB Official 11/21/2017 2 games	10E002 1500 3900 00 000000 0000	130.00
			Totals for BUCKLEY, TIMOTHY	130.00
CARTER, MICHAEL	Oct 24	PKMS 7th BB Official 10/24/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for CARTER, MICHAEL	60.00
CIANCIOLO, ANTHONY	Nov 16	CHS V GBB Official 11/16/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for CIANCIOLO, ANTHONY	65.00
CLINTON ROSETTE	Jan 20	PKMS Wrestling Tournament Entry Fee 1/20/18	10E011 1500 6400 00 000000 0000	250.00
			Totals for CLINTON ROSETTE	250.00
COOPER, TIMOTHY	Nov 16	CHS V GBB Official 11/16/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for COOPER, TIMOTHY	65.00
CORDOGAN, TOM	Nov 15	CHS V GBB Official 11/15/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for CORDOGAN, TOM	65.00
COUSINS, KEN	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
COUSINS, KEN	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for COUSINS, KEN	65.00
CRYSTAL LAKE CENTRAL	Dec 3	CHS Cheer Competition 12/3/17	10E002 1500 6400 00 000000 0000	175.00
			Totals for CRYSTAL LAKE CENTRAL HIGH SCH	175.00
CUMMINGS, MICHAEL	Dec 13	CHS Wrestling Official 12/13/17	10E002 1500 3190 00 000000 0000	56.00
			Totals for CUMMINGS, MICHAEL	56.00
DARGATZ, KENNETH	Nov 28	CMS BB Official 11/28/2017	10E003 1500 3190 00 000000 0000	60.00
			Totals for DARGATZ, KENNETH	60.00
DEKALB HIGH SCHOOL	Dec 28	CHS Wrestling Tournament 12/28/17	10E002 1500 6400 00 000000 0000	250.00
DEKALB HIGH SCHOOL	Dec 13	CHS Girls V Basketball Tournament 12/13, 12/15/17	10E002 1500 6400 00 000000 0000	400.00
DEKALB HIGH SCHOOL	Oct 14	CHS FR Boys Soccer Tournament 10/14/17	10E002 1500 6400 00 000000 0000	100.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for DEKALB HIGH SCHOOL	750.00
DELEO, MARK	Nov 22	CHS FRGB Official 11/22/2017 2 games	10E002 1500 3900 00 000000 0000	104.00
			Totals for DELEO, MARK	104.00
DINKHELLER, JAMES	Nov 7	PKMS 7th BB Official 11/7/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for DINKHELLER, JAMES	60.00
DIVERSEY, STEVEN	Nov 12	CHS Cheer speaker and supplies	10E002 1500 4100 00 000000 0000	284.13
DIVERSEY, STEVEN	Oct 25	CHS Athletic Conference Dinner and supplies	10E002 1500 4900 00 000000 0000	256.18
			Totals for DIVERSEY, STEVEN	540.31
DIXON HIGH SCHOOL	Dec 27	CHS Girls V Basketball Tournament 12/27/17	10E002 1500 6400 00 000000 0000	250.00
			Totals for DIXON HIGH SCHOOL	250.00
DOTY, STEVE	Nov 15	CHS V GBB Official 11/15/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for DOTY, STEVE	65.00
EBENER, ABIGAIL	Oct 30	PKMS reimb for ITCCCA coaches clinic	10E011 1500 6400 00 000000 0000	164.00
			Totals for EBENER, ABIGAIL	164.00
ELGIN HIGH SCHOOL	Jan 6	CHS Wrestling Tournament 1/6/18	10E002 1500 6400 00 000000 0000	300.00
			Totals for ELGIN HIGH SCHOOL	300.00
ETTNER, JOHN	Dec 11	CHS B BBall JV/Soph Official 12/11/17 2 games	10E002 1500 3190 00 000000 0000	91.00
			Totals for ETTNER, JOHN	91.00
FAZEL, CHAD	Nov 22	CHS FRGB Official 11/22/2017 2 games	10E002 1500 3900 00 000000 0000	104.00
FAZEL, CHAD	Nov 18	CHS FR GBB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	104.00
			Totals for FAZEL, CHAD	208.00
FED, CHARLES	Dec 8	CHS G V BBall Official 12/8/17	10E002 1500 3190 00 000000 0000	65.00
			Totals for FED, CHARLES	65.00
FINSTEIN, MARK	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
FINSTEIN, MARK	Nov 15	CHS V GBB Official 11/15/2017	10E002 1500 3190 00 000000 0000	65.00
FINSTEIN, MARK	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for FINSTEIN, MARK	130.00
FLURY, JOSEPH	Nov 9	CMS B BB Official 11/9/17	10E003 1500 3190 00 000000 0000	60.00
FLURY, JOSEPH	Nov 14	CHS V GBB Official 11/14/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for FLURY, JOSEPH	125.00
FREMD HIGH SCHOOL	Nov 18	CHS Dance Invitational	10E002 1500 6400 00 000000 0000	130.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		11/18/17		
			Totals for FREMD HIGH SCHOOL	130.00
FRENCH, JAMES	Nov 13	CHS V GBB Official 11/13/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for FRENCH, JAMES	65.00
FULLER, BRIAN	Nov 16	CHS V GBB Official 11/16/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for FULLER, BRIAN	65.00
GENEVA HIGH SCHOOL	Dec 2	CHS Wrestling Tournament 12/2/17	10E002 1500 6400 00 000000 0000	300.00
			Totals for GENEVA HIGH SCHOOL	300.00
GONZALEZ, JOSE	Sept 26	CHS V Boys Soccer Official 9/26/2017	10E002 1500 3190 00 000000 0000	64.00
			Totals for GONZALEZ, JOSE	64.00
HART, CHRISTOPHER	Nov 15	CHS V GBB Official 11/15/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for HART, CHRISTOPHER	65.00
HARVARD HIGH SCHOOL	Jan 20	CHS Wrestling Tournament 1/20/18	10E002 1500 6400 00 000000 0000	200.00
HARVARD HIGH SCHOOL	Dec 15	CHS Wrestling Tournament 12/15, 12/16/17	10E002 1500 6400 00 000000 0000	325.00
			Totals for HARVARD HIGH SCHOOL	525.00
HAUGENS, PHILLIP	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
HAUGENS, PHILLIP	Nov 14	CHS V GBB Official 11/14/2017	10E002 1500 3190 00 000000 0000	65.00
HAUGENS, PHILLIP	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for HAUGENS, PHILLIP	130.00
HAYES, LARRY	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
HAYES, LARRY	Nov 16	CHS V GBB Official 11/16/2017	10E002 1500 3190 00 000000 0000	65.00
HAYES, LARRY	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
HAYES, LARRY	Nov 17	CHS G V BBall Official 11/17/17	10E002 1500 3900 00 000000 0000	65.00
			Totals for HAYES, LARRY	195.00
HUDGENS, JON	Nov 13	PKMS 7 BB Athletic Official 11/13/17	10E011 1500 3190 00 000000 0000	60.00
HUDGENS, JON	Nov 18	CHS FR GBB Tourney Official 11/18/2017 2 games	10E002 1500 3900 00 000000 0000	117.00
HUDGENS, JON	Dec 8	CHS G V BBall Official 12/8/17	10E002 1500 3190 00 000000 0000	65.00
			Totals for HUDGENS, JON	242.00
ISSEL, ROBERT	Nov 15	CHS V GBB Official 11/15/2017	10E002 1500 3190 00 000000 0000	65.00
ISSEL, ROBERT	Nov 16	CHS V GBB Official 11/16/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for ISSEL, ROBERT	130.00
JOHNSON, PAUL	Nov 21	CHS VGB Official 11/21/2017 2 games	10E002 1500 3900 00 000000 0000	130.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for JOHNSON, PAUL	130.00
KANELAND COMM SCHOOL	Dec 9	CHS JV Wrestling Tournament 12/9/17	10E002 1500 6400 00 000000 0000	200.00
KANELAND COMM SCHOOL	Nov 20	CHS Boys Soph Basketball Tournament 11/20/17	10E002 1500 6400 00 000000 0000	170.00
			Totals for KANELAND COMM SCHOOL DIST 302	370.00
KANELAND HARTER MIDD	Nov 17	PKMS 7 Boys BB Tournament 11/17/17	10E011 1500 6400 00 000000 0000	165.00
KANELAND HARTER MIDD	Feb 2	PKMS 7 Girls BB A Team Tournament 2/2/18	10E011 1500 6400 00 000000 0000	165.00
KANELAND HARTER MIDD	Feb 10	PKMS 7 Girls BB B Team Tournament 2/10/18	10E011 1500 6400 00 000000 0000	165.00
			Totals for KANELAND HARTER MIDDLE SCHOOL	495.00
KARASEWSKI, JOSEPH	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
KARASEWSKI, JOSEPH	Nov 16	CHS V GBB Official 11/16/2017	10E002 1500 3190 00 000000 0000	65.00
KARASEWSKI, JOSEPH	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for KARASEWSKI, JOSEPH	130.00
KESSELER, KEN	Nov 16	CHS V GBB Official 11/16/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for KESSELER, KEN	65.00
KLINGBERG, SCOTT	Oct 24	PKMS 7th BB Official 10/24/17	10E011 1500 3190 00 000000 0000	60.00
KLINGBERG, SCOTT	Nov 15	CHS V GBB Official 11/15/2017	10E002 1500 3190 00 000000 0000	65.00
KLINGBERG, SCOTT	Nov 30	PKMS 7th Gr Boys BB Official 11/30/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for KLINGBERG, SCOTT	185.00
KOHLER, THOMAS	Dec 8	CHS G Soph BB Official 12/8/17	10E002 1500 3190 00 000000 0000	52.00
			Totals for KOHLER, THOMAS	52.00
KOZIOL, RICHARD	Nov 9	CMS B BB Official 11/9/17	10E003 1500 3190 00 000000 0000	60.00
KOZIOL, RICHARD	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
KOZIOL, RICHARD	Nov 16	CHS V GBB Official 11/16/2017	10E002 1500 3190 00 000000 0000	65.00
KOZIOL, RICHARD	Nov 14	CHS V GBB Official 11/14/2017	10E002 1500 3190 00 000000 0000	65.00
KOZIOL, RICHARD	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
KOZIOL, RICHARD	Dec 11	CHS B BBall JV/Soph Official 12/11/17 2 games	10E002 1500 3190 00 000000 0000	91.00
			Totals for KOZIOL, RICHARD	346.00
LANTZ, ROBERT	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
LANTZ, ROBERT	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for LANTZ, ROBERT	65.00
LEFFLER, MARK	Nov 15	CHS V GBB Official 11/15/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for LEFFLER, MARK	65.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
LEUZZI, LOU	Nov 13	CHS V GBB Official 11/13/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for LEUZZI, LOU	65.00
LEYDEN HIGH SCHOOL	Jan 6	CHS Wrestling Tournament 1/6/18	10E002 1500 6400 00 000000 0000	300.00
			Totals for LEYDEN HIGH SCHOOL	300.00
MAKOSH, JEFFREY	Niov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
MAKOSH, JEFFREY	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for MAKOSH, JEFFREY	65.00
MCCULLOUGH, KRISTIAN	Nov 16	CHS V GBB Official 11/16/2017	10E002 1500 3190 00 000000 0000	65.00
MCCULLOUGH, KRISTIAN	Nov 15	CHS V GBB Official 11/15/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for MCCULLOUGH, KRISTIAN	130.00
MCMAHON, TIMOTHY	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
MCMAHON, TIMOTHY	Nov 18b	CHS FR GBB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
MCMAHON, TIMOTHY	Dec 4	CMS BB Official 11/04/2017	10E003 1500 3190 00 000000 0000	60.00
			Totals for MCMAHON, TIMOTHY	164.00
MOORE, KEVIN	Nov 6	CMS B BB Official 11/6/17	10E003 1500 3190 00 000000 0000	60.00
MOORE, KEVIN	Nov 13a	PKMS 7 BB Athletic Official 11/13/17	10E011 1500 3190 00 000000 0000	60.00
MOORE, KEVIN	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
MOORE, KEVIN	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for MOORE, KEVIN	185.00
MYLES, JEFFREY	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
MYLES, JEFFREY	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for MYLES, JEFFREY	65.00
NOLAN, MARK	Nov 6	CMS B BB Official 11/6/17	10E003 1500 3190 00 000000 0000	60.00
NOLAN, MARK	Nov 13	CHS V GBB Official 11/13/2017	10E002 1500 3190 00 000000 0000	65.00
NOLAN, MARK	Nov 16	CHS V GBB Official 11/16/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for NOLAN, MARK	190.00
O'LEARY, MARTY	Nov 22	CHS FRGB Official 11/22/2017 2 games	10E002 1500 3900 00 000000 0000	104.00
O'LEARY, MARTY	Nov 28	CHS V/S GB Official 11/28/2017	10E002 1500 3900 00 000000 0000	101.00
			Totals for O'LEARY, MARTY	205.00
OREGON HIGH SCHOOL	Jan 27	CHS Fr-Soph Wrestling Tournament 1/27/18	10E002 1500 6400 00 000000 0000	160.00
			Totals for OREGON HIGH SCHOOL	160.00
OSWEGO EAST HIGH SCH	Jan 20	CHS Wrestling Tournament 1/20/18	10E002 1500 6400 00 000000 0000	100.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for OSWEGO EAST HIGH SCHOOL	100.00
PALMITER, DANIEL	Nov 3	CHS XC State meet dinner 11/3/17	10E002 1500 4120 00 000000 0000	158.20
			Totals for PALMITER, DANIEL	158.20
PATTERSON, DAVID	Dec 8	CHS G V BBall Official 12/8/17	10E002 1500 3900 00 000000 0000	65.00
			Totals for PATTERSON, DAVID	65.00
PAVONE, MIKE	Nov 22	CHS FRGB Official 11/22/2017 2 games	10E002 1500 3900 00 000000 0000	104.00
			Totals for PAVONE, MIKE	104.00
PEVONKA, EDWARD	Nov 28	CHS VGB Official 11/28/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for PEVONKA, EDWARD	65.00
PINTER, WILLIAM	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
PINTER, WILLIAM	Nov 18	Balance-CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for PINTER, WILLIAM	65.00
PLANO HIGH SCHOOL	Dec 23	CHS Boys Soph/V Basketball Tournament 12/23 - 12/30/17	10E002 1500 6400 00 000000 0000	375.00
			Totals for PLANO HIGH SCHOOL	375.00
POPE, ROBERT	Oct 30	PKMS 7th BB Official 10/30/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for POPE, ROBERT	60.00
PRITCHARD, DAN	Dec 6	CHS V & JV Wrestling Official 12/6/17	10E002 1500 3190 00 000000 0000	107.00
			Totals for PRITCHARD, DAN	107.00
QUATHAMER, RICHARD	Oct 11	CHS V/JV Boys Soccer Official 10/11/2017	10E002 1500 3190 00 000000 0000	95.00
			Totals for QUATHAMER, RICHARD	95.00
REEDY, GERALD	Dec 8	CHS G Soph BB Official 12/8/17	10E002 1500 3190 00 000000 0000	52.00
			Totals for REEDY, GERALD	52.00
RIVERS, HERB	Nov 15	CHS V GBB Official 11/15/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for RIVERS, HERB	65.00
ROLLING MEADOWS HIGH	Dec 16	CHS JV & V Cheer Competition 12/16/17	10E002 1500 6400 00 000000 0000	155.00
			Totals for ROLLING MEADOWS HIGH SCHOOL	155.00
ROSBOROUGH, FRANK	Nov 22	CHS FRGB Official 11/22/2017 2 games	10E002 1500 3900 00 000000 0000	104.00
ROSBOROUGH, FRANK	Nov 27	PKMS 7th Grade Boys BB Official 11/27/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for ROSBOROUGH, FRANK	164.00
RYDER, WILLIAM	Nov 18	CHS FRGB Tourney Official	10E002 1500 3900 00 000000 0000	52.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		11/18/2017		
RYDER, WILLIAM	Nov 18	Balance-CHS GB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	13.00
			Totals for RYDER, WILLIAM	65.00
SARTO, STEVE	Oct 11	CHS V Boys Soccer Official 10/11/2017	10E002 1500 3190 00 000000 0000	64.00
			Totals for SARTO, STEVE	64.00
SCHOLINSKY, GENE	Nov 14	CMS B BB Official 11/14/17	10E003 1500 3190 00 000000 0000	60.00
SCHOLINSKY, GENE	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
SCHOLINSKY, GENE	Nov 18b	CHS FR GBB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
SCHOLINSKY, GENE	Nov 27	PKMS 7th Gr Boys BB Official 11/27/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for SCHOLINSKY, GENE	224.00
SCHULTZ, BRADLEY	Nov 18	CHS FR GBB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	65.00
SCHULTZ, BRADLEY	Nov 14	CHS V GBB Official 11/14/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for SCHULTZ, BRADLEY	130.00
SHAMBLIN, DENNIS	Nov 28	CHS SGB Official 11/28/2017	10E002 1500 3190 00 000000 0000	52.00
SHAMBLIN, DENNIS	Nov 30	PKMS 7th Gr Boys BB Official 11/30/17	10E011 1500 3190 00 000000 0000	60.00
			Totals for SHAMBLIN, DENNIS	112.00
SHIFFER, JOSEPH	Nov 14	CMS B BB Official 11/14/17	10E003 1500 3190 00 000000 0000	60.00
SHIFFER, JOSEPH	Nov 28	CMS BB Official 11/28/2017	10E003 1500 3190 00 000000 0000	60.00
			Totals for SHIFFER, JOSEPH	120.00
SPYCHALA, MARY	Nov 18	CHS FR GBB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	65.00
			Totals for SPYCHALA, MARY	65.00
ST CHARLES NORTH HIG	Sept 30 &	CHS JV Boys Soccer Invite 9/30/17 & 10/7/17	10E002 1500 6400 00 000000 0000	275.00
			Totals for ST CHARLES NORTH HIGH SCHOOL	275.00
STAIN, ANDREW	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
			Totals for STAIN, ANDREW	52.00
STEVENSON HIGH SCHOO	Dec 10	CHS JV Cheer Competition 12/10/17	10E002 1500 6400 00 000000 0000	125.00
			Totals for STEVENSON HIGH SCHOOL	125.00
STOKES, KELSEY	32088	PKMS reimb for Cheer Music supplies	10E011 1500 4100 00 000000 0000	69.00
			Totals for STOKES, KELSEY	69.00
STONE, DONALD	Nov 16	CHS V GBB Official 11/16/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for STONE, DONALD	65.00
TAYLOR, DAVID	Nov 21	CHS VGB Official 11/21/2017 2	10E002 1500 3900 00 000000 0000	130.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		games		
TAYLOR, DAVID	Nov 16	CHS V GBB Official 11/16/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for TAYLOR, DAVID	195.00
TOTH, CHARLES	Nov 22	CHS FRGB Official CHS Official 2 games	10E002 1500 3900 00 000000 0000	104.00
			Totals for TOTH, CHARLES	104.00
VETTER, JOHN	Nov 14	CHS V GBB Official 11/14/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for VETTER, JOHN	65.00
WALSH JESUIT HIGH SC	Dec 8	CHS Wrestling Tournament 12/8, 12/9/17	10E002 1500 6400 00 000000 0000	100.00
			Totals for WALSH JESUIT HIGH SCHOOL	100.00
WAUCONDA HIGH SCHOOL	Nov 25	CHS Wrestling Tournament 11/25/17	10E002 1500 6400 00 000000 0000	230.00
			Totals for WAUCONDA HIGH SCHOOL	230.00
WILLIAMS, JACK	Dec 13	CHS V Wrestling Official 12/13/17	10E002 1500 3190 00 000000 0000	107.00
			Totals for WILLIAMS, JACK	107.00
WILLIAMS, L A	Nov 28	CHS VGB Official 11/28/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for WILLIAMS, L A	65.00
WINKLER, KIRK SR	Nov 18	CHS FRGB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	52.00
			Totals for WINKLER, KIRK SR	52.00
WISZ, JOEL	Nov 18	CHS FR GBB Tourney Official 11/18/2017	10E002 1500 3900 00 000000 0000	104.00
WISZ, JOEL	Nov 15	CHS V GBB Official 11/15/2017	10E002 1500 3190 00 000000 0000	65.00
			Totals for WISZ, JOEL	169.00
WOODHOUSE, KENNETH	Oct 11	CHS JV Boys Soocer Official 10/11/2017	10E002 1500 3190 00 000000 0000	53.00
			Totals for WOODHOUSE, KENNETH	53.00
WOODSTOCK HIGH SCHOO	Oct 14	Cross Country Championship Fees 10/14/17	10E002 1500 6400 00 000000 0000	49.71
WOODSTOCK HIGH SCHOO	Jan 13	CHS Wrestling Tournament 1/13/18	10E002 1500 6400 00 000000 0000	200.00
WOODSTOCK HIGH SCHOO	Jan 20	CHS B Freshman Basketball Tournament 1/20 - 1/22/18	10E002 1500 6400 00 000000 0000	150.00
			Totals for WOODSTOCK HIGH SCHOOL	399.71
ZIERK, DAVID	Nov 22	CHS BBB Scrimmmage Official	10E002 1500 3190 00 000000 0000	120.00
			Totals for ZIERK, DAVID	120.00
ZIERK, ERIC	Nov 22	CHS BBB Scrimmage Official	10E002 1500 3190 00 000000 0000	120.00
			Totals for ZIERK, ERIC	120.00
			Totals for checks	15,809.22

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	15,809.22	15,809.22
*** Fund Summary Totals ***		0.00	0.00	15,809.22	15,809.22

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

Approved by the Board of Education

Jeff Kellenberger – President _____ Date

Christina Johnson – Secretary _____ Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
A CREW OF PATCHES TH	Dec 21	CHS Production of Macbeth	10E002 1130 3900 00 000000 0000	2,150.00
			Totals for A CREW OF PATCHES THEATRE COM	2,150.00
ANGELO CAPUTO'S FRES	Dec 19	Transportation supplies	40E001 2550 4900 00 000000 0000	294.20
			Totals for ANGELO CAPUTO'S FRESH MARKET	294.20
BAKER, KATY	Nov 7	PKMS reimb for 6 Silver Supplies	10E011 1120 4110 00 000000 0000	18.74
BAKER, KATY	Nov 22	PKMS Class Supplies	10E011 1120 4110 00 000000 0000	38.18
			Totals for BAKER, KATY	56.92
BALDING, MAXWELL	Oct 25	CHS-Classroom supplies	10E002 1130 4100 00 000000 0000	24.33
			Totals for BALDING, MAXWELL	24.33
BILEN, MATTHEW	Oct 11	CMS-Athletics reiimbursement	10E003 1500 4100 00 000000 0000	104.26
			Totals for BILEN, MATTHEW	104.26
BURLINGTON MAIN STRE	Nov 29	CHS AAA Showcase/Peer Leader	10E002 2410 4100 00 000000 0000	420.00
			Totals for BURLINGTON MAIN STREET GRILL	420.00
CANARY, ELIZABETH	Nov 29	PKMS Instructional Supplies	10E011 1120 4110 00 000000 0000	29.34
			Totals for CANARY, ELIZABETH	29.34
DELGADO, LESLIE	Dec 8	PV Supplies	10E008 2410 3410 00 000000 0000	9.75
DELGADO, LESLIE	Dec 8	PV Supplies	10E008 2410 4100 00 000000 0000	8.87
			Totals for DELGADO, LESLIE	18.62
ETTER, NATHAN	Nov 8	PV Veteran's Day and Musical Supplies	10E008 1110 4100 00 000000 0000	86.91
			Totals for ETTER, NATHAN	86.91
FARRINGTON, SARAH	Dec 12	PE supplies	10E002 1130 4100 00 000000 0000	39.96
			Totals for FARRINGTON, SARAH	39.96
FLEMING, LAYNE	Dec 7	CMS Reimburse Cheer Music	10E003 1500 4100 00 000000 0000	59.00
			Totals for FLEMING, LAYNE	59.00
GOODE, CAITLIN	Dec 8a	Supplies for ELA testing	10E001 1800 4100 00 000000 0000	6.93
			Totals for GOODE, CAITLIN	6.93
GUERRIERI, SANDRA	Aug 14	CMS reimb for Posters, Workbook	10E003 1120 4100 00 000000 0000	20.46
			Totals for GUERRIERI, SANDRA	20.46
HAMEL, BRODY	Nov 16	PKMS PE Supplies	10E011 1120 4100 00 000000 0000	139.90
			Totals for HAMEL, BRODY	139.90
HAUG, MATTHEW	Nov 9a	PKMS reimb for supplies	10E011 2410 4900 00 000000 0000	35.61
HAUG, MATTHEW	Dec 7	PKMS Principal's Supplies	10E011 2410 4900 00 000000 0000	23.73
			Totals for HAUG, MATTHEW	59.34
HELSEL, TONYA	Nov 27	CHS reimb for English supplies	10E002 1130 4100 00 000000 0000	40.00
			Totals for HELSEL, TONYA	40.00
HORTON, DIANA	Dec 8	CMS Reimburse for Supplies	10E003 2410 4100 00 000000 0000	60.40

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for HORTON, DIANA	60.40
HOVIOUS, JACKIE	Dec 6	CHS Classroom supplies AP labs	10E002 1130 4100 00 000000 0000	8.10
			Totals for HOVIOUS, JACKIE	8.10
INKINEN, PAMELA	Sept 28	CMS Spanish Textbooks	10E003 1120 4200 00 000000 0000	29.61
INKINEN, PAMELA	Oct 16	CMS LMC Resources	10E003 2220 4100 00 000000 0000	24.69
			Totals for INKINEN, PAMELA	54.30
JURS, REBECCA	Dec 4	LL reimb for Supplies	10E005 2410 4100 00 000000 0000	14.35
			Totals for JURS, REBECCA	14.35
LEISNER, MELISSA	Nov 15	PKMS ELA Supplies	10E011 1120 4100 00 000000 0000	30.43
			Totals for LEISNER, MELISSA	30.43
LEWIS, KIMBERLY	Nov 9	CHS Veteran's Day supplies	10E002 2410 4100 00 000000 0000	25.98
LEWIS, KIMBERLY	Dec 12a	Reimburse for mailing	10E002 2410 3410 00 000000 0000	13.60
			Totals for LEWIS, KIMBERLY	39.58
LULLO, JANE	Sept 5	CMS Nurse Supplies	10E003 1120 4250 00 000000 0000	25.03
			Totals for LULLO, JANE	25.03
MAAS, JANICE	Nov 9	PKMS Veteran's Day Luncheon	10E011 2410 4900 00 000000 0000	44.00
			Totals for MAAS, JANICE	44.00
MCCASTLAND, KERRI	Nov 9a	Veteran's Day and AAA Showcase Supplies	10E002 2410 4100 00 000000 0000	243.70
MCCASTLAND, KERRI	Nov 29	AAA Showcase supplies	10E002 2410 4100 00 000000 0000	44.85
			Totals for MCCASTLAND, KERRI	288.55
MICKEL, ELIZABETH	Oct 30	CHS Drama supplies and cast meal	10E002 1130 4900 00 000000 0000	409.30
			Totals for MICKEL, ELIZABETH	409.30
MONGAN, ESTHER	Dec 11	Reimburse for supplies	10E001 2520 4100 00 000000 0000	25.29
			Totals for MONGAN, ESTHER	25.29
MUMFORD, DANA	Nov 4	CHS-Supplies for Life Skills class	10E001 1220 4100 00 000000 0000	136.29
			Totals for MUMFORD, DANA	136.29
NEIL, VINCENT	Nov 7	CHS Athletic Leadership Videos	10E002 1500 4100 00 000000 0000	90.98
			Totals for NEIL, VINCENT	90.98
ODONNELL, JOSEPH	Nov 30	PKMS Instructional Supplies	10E011 1120 4110 00 000000 0000	131.90
			Totals for ODONNELL, JOSEPH	131.90
OVINGTON APPRAISAL S	Appraisal	Appraisal	10E001 2310 3100 00 000000 0000	1,500.00
			Totals for OVINGTON APPRAISAL SERVICE	1,500.00
PAULUS, KIMBERLY	Oct 25	Reimb for USB Headset for iCoach recording	10E001 2212 4100 00 000000 0000	24.69
			Totals for PAULUS, KIMBERLY	24.69

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PETTY CASH	Nov 20	CHS Reimburse for P/T conference	10E002 2410 4100 00 000000 0000	40.00
PETTY CASH	Void ck	Check misprinted-Void check	10E001 2520 4100 00 000000 0000	0.00
			Totals for PETTY CASH	40.00
POLLASTRINI, SHEILA	Nov 14	PKMS Science Supplies	10E011 1120 4100 00 000000 0000	45.45
			Totals for POLLASTRINI, SHEILA	45.45
POLOWY, DANIEL	Nov 15	Limestone for CMS/CHS basins	20E001 2540 4110 00 000000 0000	22.16
			Totals for POLOWY, DANIEL	22.16
PORTO, PAMELA	Dec 4	Transportation Office Supplies	40E001 2550 4900 00 000000 0000	92.27
			Totals for PORTO, PAMELA	92.27
RATZEK, ANGELA	Dec 11	Supplies for students	10E001 1800 4100 00 000000 0000	15.43
			Totals for RATZEK, ANGELA	15.43
REYNOLDS, SUSAN	Nov 9	PV Veteran's Day Supplies	10E008 1110 4100 00 000000 0000	9.74
			Totals for REYNOLDS, SUSAN	9.74
ROBINSON, RYAN	Nov 13	CHS Replacement Projector Bulb	10E002 1400 4100 00 000000 0000	90.00
			Totals for ROBINSON, RYAN	90.00
SCHMIDT, MICHAEL	Dec 12	CMS Athletic Supplies	10E003 1500 4100 00 000000 0000	38.50
			Totals for SCHMIDT, MICHAEL	38.50
SECRETARY OF STATE	Bus Licens	Bus license plate renewal 73 buses FY18	40E001 2550 6400 00 000000 0000	730.00
			Totals for SECRETARY OF STATE	730.00
STRACH, BRENDA	Oct 10	CMS VB Pizza Party	10E003 1500 4100 00 000000 0000	8.60
			Totals for STRACH, BRENDA	8.60
VAUGHN, MICHELLE	Dec 5	Supplies for Suicide Awareness Day	10E002 2120 4100 00 000000 0000	72.95
			Totals for VAUGHN, MICHELLE	72.95
WEBB, BARBRA	Oct 28	CT-Classroom supplies	10E010 1110 4100 00 000000 0000	51.94
			Totals for WEBB, BARBRA	51.94
			Totals for checks	7,650.40

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	6,511.77	6,511.77
20	OPERATIONS AND MAINTENANCE	0.00	0.00	22.16	22.16
40	TRANSPORTATION FUND	0.00	0.00	1,116.47	1,116.47
*** Fund Summary Totals ***		0.00	0.00	7,650.40	7,650.40

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

Approved by the Board of Education

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VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CHALLENGER LEARNING	Dec 12	CT field trip 12/12	10E010 1110 3900 00 000000 0000	975.00
			Totals for CHALLENGER LEARNING CENTER	975.00
CHRISTIAN YOUTH THEA	Feb 15	HBT 1st grade field trip	10E004 1110 3900 00 000000 0000	82.40
			Totals for CHRISTIAN YOUTH THEATER	82.40
			Totals for checks	1,057.40

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	1,057.40	1,057.40
*** Fund Summary Totals ***		0.00	0.00	1,057.40	1,057.40

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

Approved by the Board of Education

Jeff Kellenberger – President Date

Christina Johnson – Secretary Date

Operational Services

Identity Protection

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

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

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

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

(This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.)

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

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

Operational Services

Safety

Safety and Security

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

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

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

School Safety Drill Plan

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

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district
2. One bus evacuation drill
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident.

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshall and the Illinois State Board of Education (29 Ill. Admin Code Part 1500).

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user; (1) on staff during staffed business hours; an d(2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every ED on the District's premises is properly tested and maintained in accordance with the rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within the distance required by law from a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

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

Unsafe School Choice Option

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

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

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

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Plumbing License Laws and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

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

LEGAL REF.: 105 ILCS 5/10-20.2, 5/18-12, and 5/18-12.5, 105 ILCS 128/ School Safety Drill Act, implemented by 29 Ill. Admin. Code Part 1500.

210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications), 4:180 (Pandemic Preparedness),5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or food service director will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual;
3. That the community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See ~~School~~ Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board Policy 7:260, Exemption from Physical Activity.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60 *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education.*
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health as* established by the Illinois State Board of Education (ISBE).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall;

1. Restrict the sale of competitive foods, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Nutrition Guidelines for Foods Available in Schools During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board Policy 4:120 *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules) the current *Dietary Guidelines for Americans* and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall ~~control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall~~ restrict the sale of competitive foods ~~of minimal nutritional value,~~ as defined by the USDA, ~~U.S. Department of Agriculture,~~ in the

food service areas during ~~the~~ meal periods and comply with all ISBE ~~applicable~~ rules ~~of the Illinois Sate Board of Education~~.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participatingschools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFD's for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

At least every three years, the Director of Food Service shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District's implementation policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies.
- A description of the progress made in attaining the goals of the policy
- How the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development.*

Community Involvement

The Food Service Director will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or Community Engagement subhead in policy 8:10 *Connection with the Community*.

Recordkeeping

The Food Service Director shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, Pub. L. 108-265, Sec. 204.
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.
National School Lunch Act, 42 U.S.C. §1751.
Healthy Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b Pub. L. 111-296, 42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.
Local Records Act, 50 ILCS 205/.
105 ILCS 5/2-3.139.
23 Ill.Admin.Code Part 305, Food Program.
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communication To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

Instruction

Student Social and Emotional Development

~~Student s~~Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions. ~~development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards to be contained in the Illinois Learning Standards. The objectives for addressing the needs of students for social and emotional development through the educational programs are to: Enhance students' school readiness, academic success, and use of good citizenship skills;~~

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness the interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

~~1. Foster a safe, supportive learning environment where students feel respected and valued;~~

~~2. Teach social and emotional skills to all students;~~

~~3. Partner with families and the community to promote students' social and emotional development; and~~

~~4. Prevent or minimize mental health problems in students.~~

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to :

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.

2. Staff development and training to promote student' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.

3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.

4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.

5. Early identification and intervention to enhance students' school readiness, academic success and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.

6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact health services, and school-community linked services and supports.

7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, student's social and emotional development, and academic performance.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/1 et seq.

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health Examinations, Immunizations, and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

Instruction

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

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

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

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

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

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Ongoing participation in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program.
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

~~A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).~~

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260 *Exemptions from Physical Education* ~~in either of the following situations~~:

~~1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or~~

~~2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.~~

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.
23 Ill.Admin.Code §§1.~~420(p), 1.440(f)~~, and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education ~~Activity.~~

Students

Exemption from Physical Education ~~Activity~~

In order to be excused from participationi n physical education, a student must present an appropriate excuse from . ~~A child may be exempted from some or all physical activities when the appropriate excuses are submitted to the school by~~ his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education course in either of the following situations:

1. He or she (a) is in grades 3-12 (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences: Course Substitutions; Re-Entering Students.*

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

Interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

~~Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.~~

LEGAL REF.: 105 ILCS 5/27-6.
225 ILCS 60/, Medical Practice Act
23 Ill.Admin.Code §1.420(p) and §1.425(d). (e) . (f).

CROSS REF.: 6:60 (Curriculum Content)

Students

Administering Medicines to Students

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

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription 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/Parent Handbook, shall provide access to the parents/guardians of students, and a hard copy of the handbook upon request.

Self-Administration of Medication

A student may possess an epinephrine auto-injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed 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 employee sand 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.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication 7:270-E (School Medication Authorization Form)

Community Relations

Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee, The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed or posted.

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) student newspapers or yearbooks, (4) scoreboards; or (5) other appropriate location. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Prior approval from the Superintendent or designee is required for advertisements on athletic, theater, or music programs; student newspapers and yearbooks and any commercial material related to graduation, class pictures, or class rings.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

LEGAL REF.:
Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).
DiLoreto v. Downey Unified School Dist., 196 F.3d 958 (9th Cir. 1999).
Hedges v. Wauconda Community Unit School Dist., No. 118, 9 F.3d 5 (7th Cir. 1993).
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).
Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).

CROSS REF.: 7:325 (Student Fund-Raising Activities), 7:330 (Student Use of Buildings - Equal Access)

Community Relations

Gifts to the District

The School Board appreciates gifts from any education foundation other entities, or individuals. All gifts must adhere to each of the following.

1. Be accepted by the Board or, if less than $500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities.* State and federal laws required the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34 C.F.R. Part 106.
105 ILCS 5/16-1.
23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

LEGAL REF.: 105 ILCS 5/16-1.

Community Relations

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the School Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parent(s)/guardian(s) of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The School Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supercede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Dr. Todd Stirn, Superintendent

TO: Central 301 Board of Education

DATE: January 11, 2018

RE: Bus Bid

Bid specifications were sent to four companies for the 2018-2019 and 2019-2020 bus lease. We received bids from all four companies. Midwest Transit submitted the lowest bid. We have worked with Midwest for the past several years. Administration is recommending acceptance of the bid from Midwest Transit. Additionally, Midwest Transit has offered a $200 per bus discount for both years if all buses are leased through Mid-West Transit. A bid tabulation is included with this memo.

2018-2019 and 2019-2020

Bus Bid

Year 1	Midwest Transit	Midwest Transit	Midwest Bus	Midwest Bus	Southern Bus	Southern Bus	Central States	Central States
8	9,833.00	78,664.00	10,707.19	85,657.52	10,842.68	86,741.42	13,418.75	107,350.00
2	9,802.00	19,604.00	11,621.95	23,243.90	11,685.84	23,371.67	13,709.03	27,418.06
9	12,463.00	112,167.00	14,596.38	131,367.42	-	-	15,144.96	136,304.64
		210,435.00		240,268.84		110,113.09		271,072.70
19	Discount	(3,800.00)						
		206,635.00						

Year 2	Midwest Transit	Midwest Transit	Midwest Bus	Midwest Bus	Southern Bus	Southern Bus	Central States	Central States
8	9,833.00	78,664.00	10,707.19	85,657.52	10,842.68	86,741.42	13,418.75	107,350.00
2	9,802.00	19,604.00	11,621.95	23,243.90	11,685.84	23,371.67	13,709.03	27,418.06
9	12,463.00	112,167.00	14,596.38	131,367.42	-	-	15,144.96	136,304.64
		210,435.00		240,268.84		110,113.09		271,072.70
	Discount	(3,800.00)						
		206,635.00						

No 72 bid comparison								
8	9,833.00	78,664.00	10,707.19	85,657.52	10,842.68	86,741.42	13,418.75	107,350.00
2	9,802.00	19,604.00	11,621.95	23,243.90	11,685.84	23,371.67	13,709.03	27,418.06
		98,268.00		108,901.42		110,113.09		134,768.06

8	9,833.00	78,664.00	10,707.19	85,657.52	10,842.68	86,741.42	13,418.75	107,350.00
2	9,802.00	19,604.00	11,621.95	23,243.90	11,685.84	23,371.67	13,709.03	27,418.06
		98,268.00		108,901.42		110,113.09		134,768.06
	all bid requirements		no bid bond		bid bond sent in	upon award of bid	no bid bond	

smc

shalesmcnutt CONSTRUCTION

January 11, 2018

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

Re: Central High School
Plato Road Roadway Widening Improvements
Recommendation of Awards - Bid Release 5

Dear Dr. Stirn,

Shales McNutt Construction received bid proposals on behalf of the school district on December 21, 2017 for the following bid packages:

BP 32 – Roadway Widening Improvements

We have had an opportunity to discuss with the apparent low bidder their respective scope 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 Wednesday, January 17, 2018.

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

BID RESULTS 12/21/2017

BID PACKAGE #32 - Plato Road Roadway Widening Improvements

BIDDERS	BOND	ADDEND.	BASE BID	ALT 1	ALT 2	ALT 3	ALT 4	ALT 5
Arrow Road Construction	X	X	$432,763.00	$0.00				
Peter Baker & Sons	X	X	$489,777.00	$3,500.00				
Schroeder Asphalt	X	X	$434,900.00	No bid				
Curran Contracting	X	X	$411,898.00	$100.00				
Abbey Paving	X	X	$434,780.00	$0.00				
Johnson Paving	X	X	$508,660.00	$3,500.00				

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Chris Testone- Principal & Steve Diversey-Athletics & Activities Director

TO: Board of Education & Dr. Stirn

DATE: 11/21/17

RE: Conference Action

January 16th- School Board Update & Recommendation of Action

In December, Principal Testone and Athletic Director Diversey presented information and a recommendation regarding the current search for a suitable athletic conference. The two conferences under consideration were the Fox Valley Conference and the Northern Illinois Big Twelve. The information presented included the demographics of each conference, records against each conference dating back to 2010, a presentation of the Fox Valley's official invite, and the Northern Illinois Big Twelve's timeline of March to make an official offer. Given this information, Principal Testone recommended that we accept the invitation from the Fox Valley Conference at the January 16th board of education meeting. Principal Testone and Athletic Director Diversey also informed the Board that they would attend a meeting with the Northern Illinois Big Twelve on January 12th to continue discussions until the Board made a final decision.

Since, the last Board of Education meeting the Northern Illinois Big Twelve Conference has issued an official invite based on sudden changes to their conference, despite their initial timeline of March to come to a decision. On December 22, 2017 the following schools sent their formal withdrawal from the Northern Illinois Big Twelve Conference effective the conclusion of the 2018-19 school year.

Schools Leaving the Northern Illinois Big Twelve:

1. Geneseo
2. LaSalle (L.-Peru)
3. Morris
4. Ottawa (Twp.)
5. Rochelle
6. **Plano- Added**
7. **Sandwich- Added**

CENTRAL
UNIT SCHOOL DISTRICT 301

This leaves the following schools in the Northern Illinois Big Twelve Conference.

Remaining Northern Illinois Big Twelve:

1. DeKalb
2. Maple Park (Kaneland)
3. Sterling (H.S.)
4. Sycamore (H.S.)
5. Yorkville (H.S.)

With only five schools remaining in the Northern Illinois Big Twelve, CHS administration has concerns with giving further consideration to this option. To be a recognized conference in the IHSA, a conference must have at least six members. A six member conference at this time is risky for Central. If only one team determines to look for a different conference in the future, Central would, again, be left without an athletic conference with the potential of no other options. In short, there are serious concerns about the sustainability of the Northern Illinois Big Twelve in its current form.

Principal Testone and Athletic Director Diversey believe it is in Central's best interest to accept the formal invitation to join the Fox Valley Conference beginning with the 2019-2020 school year.

EF Education First

Educational Tours

Watch videos, read reviews, and enroll on your ***teacher's Tour Website***

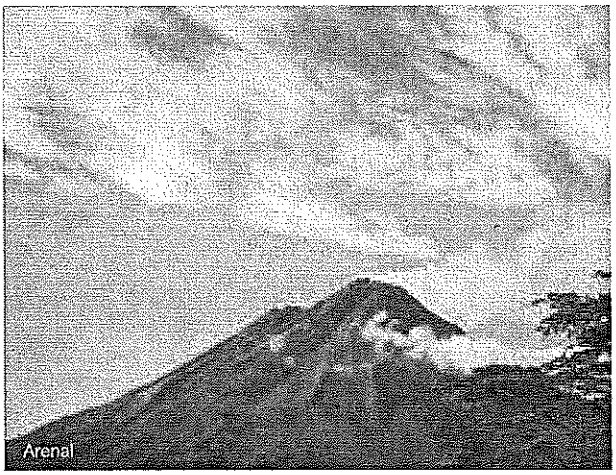
eftours.com/

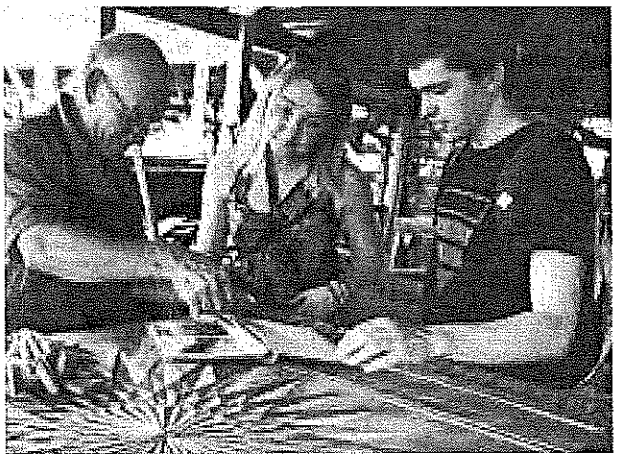
This is also your tour number

COSTA RICA: A TOUCH OF THE TROPICS

9 or 10 days | Costa Rica

With well-protected national reserves and an unparalleled diversity of wildlife, Costa Rica is the jewel of Central America. The Arenal region showcases an active volcano, hot springs, and a broad range of flora and fauna. In Monteverde, tour the greenery of the Santa Elena Cloud Forest, then in Manuel Antonio National Park, keep your eyes open for sloth, toucans, and howler monkeys.


Arenal



EVERYTHING YOU GET:

- **Full-time Tour Director**
- **Sightseeing:** Comprehensive sightseeing of natural attractions
- **Entrances:** Coffee tour; Poás Volcano; hot springs; Lake Arenal kayaking; La Fortuna Waterfall; local exchange; Santa Elena Cloud Forest; canopy tour; Aerial tram; Crocodile River tour; Manuel Antonio National Park; *with extension: whitewater rafting*
- **weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
- **All of the details are covered:** Round-trip flights on major carriers; comfortable motorcoach; 8 overnight stays in hotels with private bathrooms *(9 with extension)*; 3 meals daily *(days 2-8 and day 9 on extension)*; dinner on arrival day; breakfast on departure day

Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your ***Tour Director*** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, ***weShare***, the excitement will hit you long before you pack your suitcase.

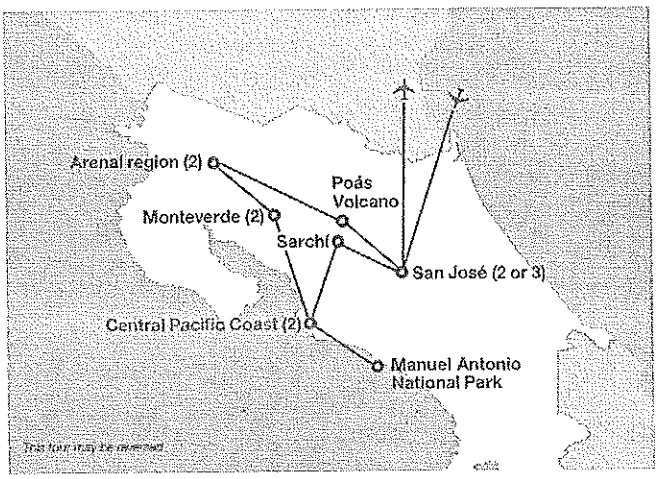
When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. ***Expert local guides*** will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

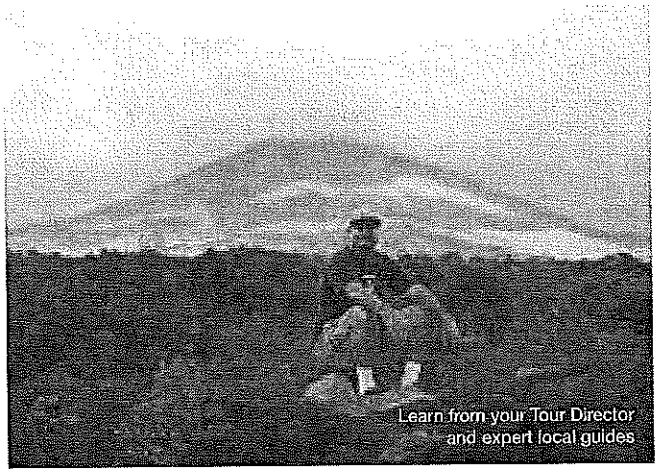
When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

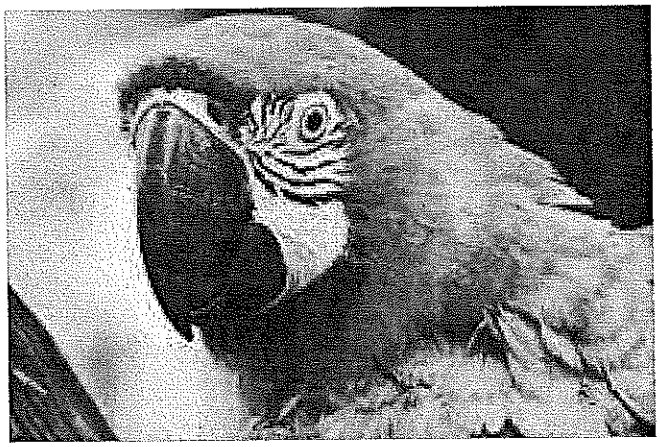
– MELISSA, TRAVELER

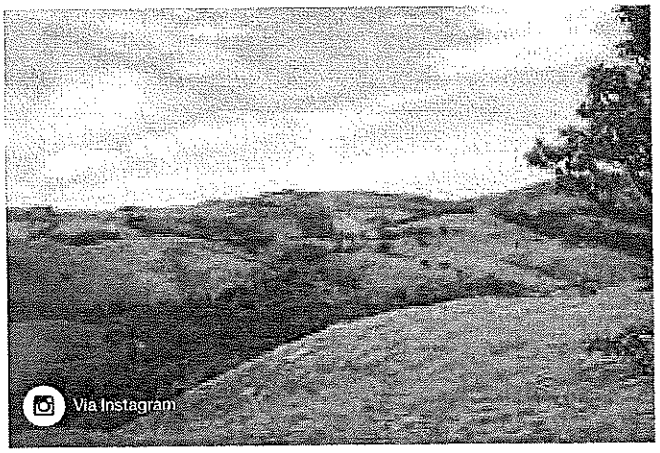
Via Twitter





Learn from your Tour Director and expert local guides





Via Instagram



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at **eftours.com/**

Your teacher's Tour Website

What you'll experience on your tour

Day 1: Fly to Costa Rica
– Meet your Tour Director at the airport.

Day 2: San José | Arenal region
– Start the day with a coffee tour and learn how Costa Rica's plantations produce some of the world's best beans. Explore the entire supply chain of the famous Costa Rican coffee bean, from the fields where it's grown to the cafes where it's brewed, and discover the essential role coffee plays in the country's agriculture and economy.
– Visit Poás Volcano.
– Travel to the Arenal region and get ready for an adventure to remember. Behold the perfect conical shape that emerges from the green hills of Alajuela: this is the fascinating Arenal Volcano. Overlooking the San Carlos plain and the Pacific lowlands, this mile-high volcano has been active for the past 7,000 years. Not only does the volcano serve as a watershed for the lake, but it also provides thermal energy for the nearby hot springs.

Day 3: Arenal region
– Take a kayaking trip along Lake Arenal.
– Hike to La Fortuna Waterfall.
– Relax in the hot springs.
– Participate in a local exchange.

Day 4: Monteverde
– Travel to Monteverde, the Green Mountain region situated near the Continental Divide that contains a spectacular range of flora and fauna in six distinct ecological zones.
– Take time to relax in Monteverde or
✪ visit a local farm.

Day 5: Monteverde
– Tour the greenery of the Santa Elena Cloud Forest, where you can look for the rare orchids and elusive quetzal birds that thrive in the perpetual soft mist. At this altitude, you'll literally walk through clouds!
– Plant a tree in the EF reserve in Monteverde with your group.
– Experience a canopy tour.

Day 6: Central Pacific Coast
– Travel to the Central Pacific Coast.
– Visit Rainforest Adventures Park where you'll ride the aerial tram above the canopies, hike a nature trail, and visit a butterfly sanctuary.
– Enjoy a crocodile boat cruise for an up-close look at life in the river habitat.

Day 7: Manuel Antonio National Park
– Take an excursion to Manuel Antonio National Park.
– Return to the Central Pacific Coast.

Day 8: Sarchi | San José
– Travel via Sarchi to San José.
– Enjoy a free evening or
✪ attend a folklore evening.

Day 9: Depart for home

✪ 1-DAY TOUR EXTENSION

Day 9: San José
– Enjoy a whitewater rafting excursion on the Sarapiquí River.

Day 10: Depart for home



One of today's many adventures!! Hiking down and up 800 steps total to this waterfall! It was huge!! #costarica #waterfall #eftours #vacation #beautiful

– FRANKIE, TRAVELER

Via Instagram

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____

2. _____

3. _____

✪ Optionals and excursions

The easiest ways to

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Enroll by phone
800-665-5364



Enroll by mail
EF Educational Tours
Two Education Street
Cambridge, MA 02141

S18 | COS | 1

Our child came home a citizen of a global community with a greater understanding of their part in the world. Now, they understand that there is so much more out there than our everyday

–CHARLOTTE, DAUGHTER TRAVELED JUNE 2015

Tour review

THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- **We always offer the lowest prices, guaranteed** so more students can travel.
- **We're fully accredited, just like your school,** so you can earn credit while on tour.
- **All of our educational tours feature experiential learning activities** and visits to the best sites.
- **We're completely committed to your safety.** We have more than 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- **Your full-time Tour Director is with your group** every step of the way on tour, providing insight about your destinations as well as great local tips.

Education First

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Michelle Vaughn, Alex Paszt and Dann Schuth

TO: Dr. Todd Stirn, Superintendent
Central 301 Board of Education

DATE: January 11, 2018

RE: Parent-Student Handbook

The Central 301 Elementary, Middle School and High School Handbooks have been reviewed by administration, teachers and parents and have been updated to reflect internal practices. Information regarding the key changes are highlighted below by grade span. The handbooks are included in the Board packet and changes have been highlighted.

<u>High School</u>

Page 3 and 4: Removed old schedule and put in new schedule (regular, half day, late start)

Page 25: Added Elgin Community College to Tech Prep or Middle College heading to be clear the institution the programs are associated with

Page 26 and 27: Students are allowed 5 excused vacation days, vacations over 5 days are unexcused

Page 31: Added requirement that Seniors taking an out of district correspondence or online courses will be required to take final exams if they are available

Page 31: updated Graduation requirements to match Course Guide

Page 32: Added requirement that students taking an out of district correspondence or online courses will be required to take final exams if they are available

Page 37: Added number 10: Intentionally providing false information to a staff member or knowingly assisting another student provide false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons.

Page 39: Change Peer Jury to Peer Council to reflect changes in program at CHS

<u>Middle School</u>

Page 5 and 6: Attendance changes are aligned to district and students now given five vacation days

Page 8: Wording of student visitors section redacted to discourage visitors to the building

Page 9 and 10: Water can be brought in a resealable plastic or metal container to align with high school and products sold for water consumption

Page 14: Discipline section added number 10 to align with high school

Page 30: Redaction from 8th Grade Credit Recovery program made as the program no longer takes the place of an Encore class

Elementary

Page 8: We adjusted the wording on the dress code to specifically outline expectations about students going outside in whatever they came to school in. This helps all four schools to be aligned in common practices.

Page 14: Was an adjustment to the doctor's note requirements from last year.

Page 16: Changes to the vacation requirements set back to 5 day excused

Page 25: #9 was added as a result of the high school handbook addition to maintain consistency in all handbooks

CENTRAL
UNIT SCHOOL DISTRICT 301

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301

Elementary School Student and Parent Handbook

Central Community Unit School District 301 Elementary Student/Parent Handbook 2018-2019

Mission Statement

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

Country Trails Elementary School
Dr. Jeff King, Principal
Jill Schreiber, Assistant Principal
3701 Highland Woods Blvd
Elgin, IL 60124
(847) 717-8000

Howard B. Thomas Grade School
Carrie Ahlstedt, Principal
Julie Salamone, Assistant Principal/EC Coordinator
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
Dr. Daniel Schuth, Principal
Dr. 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
K-5 Attendance Hours: 9:10am-3:35pm
Arrival Time: School doors open at 9:00am
(Please do not arrive at school before that time.)
EC Attendance Hours: AM Session 8:30-11:00 / PM Session 12:30-3:00

August 2018

TO: Parents and Guardians of Elementary School Children
FROM: The Elementary Principals
SUBJECT: The 2018-2019 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,

Dr. Jeff King	Carrie Ahlstedt	Rebecca Jurs	Dr. Daniel Schuth
Principal	Principal	Principal	Principal
Country Trails	Howard B. Thomas	Lily Lake	Prairie View

2018-2019 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.central301.net

- 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)
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

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.~~

We believe that any dress "code" begins at home. The decision as to the style of clothes a child wears to school is primarily the parents' choice. Please be sure your child is dressed for the weather of the day (including layers inside as the building is equipped for heat and air-conditioning in each classroom). We will assume that students have worn what you consider appropriate for outside recess. If there is a drastic weather change during the day, we will take that into consideration as we plan for outside recess. Please make sure that your child's clothing is labeled clearly. The following guidelines are in place to ensure a safe, focused learning environment:

- 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.

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. 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.

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. See also "Dress Code" above.

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. 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)

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". All grades are available and viewable in the Skyward Portfolio (K-2) or 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.

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. Vacations up to 5 school days
7. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health,
8. Other situations beyond the control of the student (such as court appearances)
9. Other reasons approved by 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 that have an excessive amount of absences due to being sick may be required to provide a doctor's note to excuse the absences.~~ Students who have 9 or more days 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~~ Vacations that are 6+ school days.
(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: Family travel during the school year does interrupt a student's regular progress; however, we recognize the educational value of these trips. Therefore, five (5) vacation days per school year will be allowed as excused. Any days after five (5) school days will be unexcused. Early notice of travel will help school personnel to accommodate parents and students during that period. It will be the student's responsibility to obtain all missing work from their teachers during their absence. Some assignments may not be available until the student returns to school. A folder containing all missed assignments will be prepared for the student upon his/her return. Work should be completed and returned to the teacher within three (3) days for the child to receive credit.

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 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/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. Specific forms are 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. 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.

5. 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.

6. 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.

7. 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).

8. 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.

9. 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)

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)

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)

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) identify students struggling academically, emotionally, and/or behaviorally. 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. Intentionally providing false information to a staff member of knowingly assisting another student in providing false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons.

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. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

13. Entering school property or a school facility without proper authorization.

14. 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.

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

16. 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.

17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

19. 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.

20. 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.

21. 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. 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 the busing information 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.

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.central301.net. 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 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. 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. 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. 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. 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.

District #301
Student/Parent
Middle School Handbook
~~2017-2018~~ 2018-2019

CENTRAL COMETS PRAIRIE KNOLLS FALCONS

CENTRAL MIDDLE SCHOOL
44W PLATO ROAD
BURLINGTON, ILLINOIS 60109
847-464-6000
847-464-0233 - Fax

PRAIRIE KNOLLS MIDDLE SCHOOL
225 NESLER ROAD
ELGIN, ILLINOIS 60124
847-717-8100
847-717-8105 - Fax

#301 Middle School
Student/Parent Handbook Index
2017-2018

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CENTRAL DISTRICT #301 MIDDLE SCHOOL
POLICIES AND PROCEDURES

(Proposed changes to handbook are in red)

The District #301 Middle School Student/Parent Handbook is also available on the school website. ~~www.burlington.k12.il.us~~ www.central301.net

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

1. It is the parent/guardian's responsibility to call 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.

3. ~~Examples of excused absences include:~~ CMS and PKMS 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 ~~visits~~ appointment,
    6. Vacations up to 5 school days
    7. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health~~,~~
    8. Other situations beyond the control of the student such as court appearances
    9. Other reasons approved by the Superintendent or designee

4. **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 9 or more absences due to being sick may be required to provide a doctor's note to excuse the absences.

Examples of unexcused absences include:

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

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

5. **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.

6. **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 family vacation must be made up in accordance with the "Makeup Work" Section below.

7. **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.

8. **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, students may receive *disciplinary* consequences. The same may occur for excessive tardies to class based on team policies.

9. 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.

10. 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 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 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 7:45 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 or countries 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. Students 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~~ resealable plastic/metal containers 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.

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.

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.

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 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.

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. Intentionally providing false information to a staff member or knowingly assisting another student provide false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons.

11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (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.

12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.–This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

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

14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

15. Entering school property or a school facility without proper authorization.

16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

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

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

19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

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

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

23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

<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. *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 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 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.

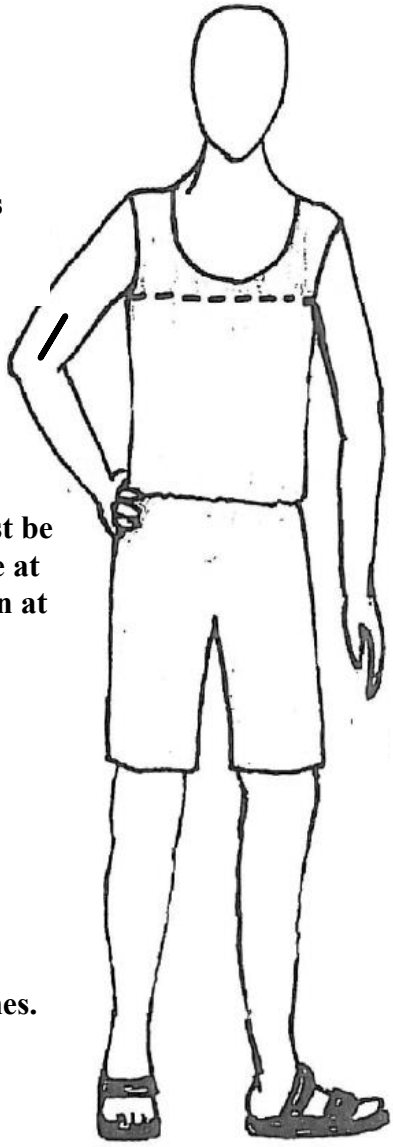
The following are several examples of unacceptable dress for school:

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 (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*

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 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.

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 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.

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.

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-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.

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 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 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, 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. *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 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) 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 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. 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 *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.

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 TRANSPORTATION HANDBOOK

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 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 *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 to the middle school administration. The *student may be subject to disciplinary consequences.* Transportation guidelines are in addition to CCUSD 301 policies and procedures, including those outlined in this 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 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 *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. 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 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~~ 2018-2019 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 HIGH SCHOOL



STUDENT HANDBOOK 2018-2019

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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

Kim Lewis
Assistant Principal of College and Career Readiness

Michelle Vaughn
Assistant Principal of Student Behavior and Environment

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

Mike Potsic
Director of Student Services

Brian Tobin
Director of Technology

Pam Porto
Director of Transportation

Dan Polowy
Director of Facility Operations

Pam Mirenda
Director of Food Services

BOARD OF EDUCATION (BOE)

Jeff Kellenberger – President
Janet Marlovits – Vice President
Christina Johnson– Secretary
Jeff Gorman
Mitchell Penar
Tina Johnson
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)

2018-2019 SCHEDULES

Regular Schedule

Students take 7 classes per day + Study Hall + Lunch Period							
Class	**Start Time**	**End Time**	**Length**				
Class 1	**7:25**	**8:14**	**0:49**				
Class 2	**8:18**	**9:07**	**0:49**				
Class 3	**9:11**	**10:00**	**0:49**				
See right	**10:04**	**10:31**	**0:27**	Lunch 1	Class 4	Class 4	Class 4
See right	**10:35**	**10:53**	**0:18**	Class 4			
See right	**10:57**	**11:24**	**0:27**		Lunch 2	Class 5	Class 5
See right	**11:28**	**11:46**	**0:18**	Class 5	Class 5		
See right	**11:50**	**12:17**	**0:27**			Lunch 3	Class 6
See right	**12:21**	**12:39**	**0:18**	Class 6	Class 6	Class 6	
See right	**12:43**	**1:10**	**0:27**				Lunch 4
Class 7	**1:14**	**2:03**	**0:49**				
Class 8	**2:07**	**2:56**	**0:49**				

Half Day

Students take 7 classes per day + Study Hall + Lunch Period			
Class	**Start Time**	**End Time**	**Length**
Class 1	7:25	7:50	0:25
Class 2	7:54	8:18	0:24
Class 3	8:22	8:47	0:25
Class 4	8:51	9:15	0:24
Class 5	9:19	9:44	0:25
Class 6	9:48	10:12	0:24
Class 7	10:16	10:41	0:25
Class 8	10:45	11:10	0:25

Late Start

Students take 7 classes per day + Study Hall + Lunch Period							
Class	**Start Time**	**End Time**	**Length**				
PLC	7:25	8:20	0:55				
Class 2	8:25	9:06	0:41				
Class 3	9:10	9:52	0:42				
See right	9:56	10:23	0:27	Lunch 1	Class 4	Class 4	Class 4
See right	10:27	10:38	0:11	Class 4			
See right	10:42	11:09	0:27		Lunch 2	Class 5	Class 5
See right	11:13	11:24	0:11	Class 5	Class 5		
See right	11:28	11:55	0:27			Lunch 3	Class 6
See right	11:59	12:10	0:11	Class 6	Class 6	Class 6	
See right	12:14	12:41	0:27				Lunch 4
Class 7	12:45	1:26	0:41				
Class 8	1:30	2:11	0:41				
Class 1	2:15	2:56	0:41				

Commented [ME1]: Forced to page 6 so the late start schedule was on one page.

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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

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	Asst. Principal of Student Behavior and Environme	ext. 8306
Ms. Melissa Baumgartner	Nurse	ext. 8321
Ms. Mary Schmidt	Registrar	ext. 8311
Ms. Lynette Smith	Attendance Clerk	(224) 990-7101
Ms. Eliana Toledo	Student Support Services Secretary	ext. 8302
Mr. Brian Melvin	Counselor A-HARS	ext. 8317
Ms. Rachel Rodriquez	Counselor HART-PES	ext. 8316
Ms Megan Marcinec	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: *Health Requirements and Information*.

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. Cell Phones and other electronic devices may be used responsibly on the school bus. Any misuse of these items will result in disciplinary action. Bus drivers are not responsible for devices lost, damaged or stolen. Examples of misuse include, but are not limited to:
    a. Using device as a camera
    b. Displaying inappropriate images/website
    c. Use of inappropriate language
    d. Use of device for harassment or intimidation
9. Music Devices are allowed on the school bus as long as students use earbuds or headphones and the listener is still able to hear emergency directions.
10. Assist in keeping the bus safe and sanitary at all times. Eating, drinking, or gum chewing is not allowed in the bus.
11. Do not bring any animals on the bus, unless a service animal.
12. Respect the driver, fellow pupils, other riders, and yourself.
13. 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.
14. 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.

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, maintain, and provide proof of a valid Illinois Driver's License, valid car insurance and has a cumulative GPA of 2.5 or higher.

Senior applications will be distributed at least 2 weeks prior to Junior applications.

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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. A parking permit is a privilege and may be suspended or revoked without refund of fee as a result of student misconduct or disobedience. Students must follow the terms and conditions stated in the parking permit application.

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).
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.

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.
- Provide picture identification
- 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 an appointment has been prearranged.

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 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/guardian signature.

Parents/guardians will need to present photo identification to pick up a student without prior notification.

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.

Students will sign out with the dean assistant at door 4.

Elgin Community College: 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,

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unless given prior permission from Administration. All students participating in the Tech Prep or Middle College programs are required to check out with the dean assistant at door 4 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 with the dean assistant at door 4. 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. Vacations up to 5 school days
7. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health;
8. Other situations beyond the control of the student (e.g., court appearances);
9. Other reasons approved by 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 9 or more days 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 per 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 over 5 days
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

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 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 or Alternative Learning Environment placements or Out of School Suspensions during the second semester.
    c. Has missed no more than four unexcused absences during the second semester, not including approved college or vocational visits or military exams.
4. Out of District correspondence or online courses will be required to take final exams when a final exam is available.

Commented [ME9]: Is this true even with outside correspondence or online courses? Is this only for in-district courses?

Commented [VM10R9]: Correspondence or online courses offered outside of D301 will…..

GRADUATION REQUIREMENTS

A total of 23.5 credits are required for graduation from Central High School. Graduation from Central High School is dependent upon completion of required courses. To be considered eligible for graduation, a student must have completed a minimum of the credits listed below.

Minimum Credits

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

Commented [ME11]: Has this been officially announced?

Commented [VM12R11]: Stated in Course guide:Course guide was sent to DC for review:presented to students: course guide is published online

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.

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.

Commented [ME13]: If the credits are consistent for all grade levels do we want to put this somewhere else in the handbook or as a sentence? I thought we were still rolling up credits, is that not accurate?

Commented [VM14R13]: Taken from course guide. A total of 23.5 credits are required for graduation from CHS.

I included this in the section above.

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.

OUT OF DISTRICT 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.
4. All students are required to take the final exam for the correspondence or online course when a final is available.

Commented [ME15]: What if this is not a requirement of the course??? Do we need the other note to correspondence/online classes in the semester portion if we have this section?

Commented [VM16R15]: We believe we do need we need these in the 2 sections: 1st section is in regards to senior finals. This section is specific to out of district correspondence.

COURSE SELECTION AND SCHEDULE CHANGES

1. Students will be permitted to make changes to their schedule for the following school year until 30 days after registration for the following year has begun. (I.e. If registration opens on April 1st, students would have until May 1st to request changes to their schedule.) 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 30 days after registration has begun will not be permitted.
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. Intentionally providing false information to a staff member or knowingly assisting another student provide false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons.

11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (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.

12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference,

or (b) display of affection during non-instructional time.

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

14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

15. Entering school property or a school facility without proper authorization.

16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

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

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

19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

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

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

23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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. Service to School. The student will work with a member of D301 staff to provide a service to D301.
12. Alternative Learning Environment. The Building Principal or designee shall ensure that the student is properly supervised.
13. After-school detention or Saturday School 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.

Commented [ME17]: I thought we removed Saturday schools….where are we at with this. Should that be removed as a part of the progressive discipline?

Commented [VM18R17]: We have discussed removing Saturday Schools but have not made a final decision.

14. Peer Council. Both the student and parent/guardian must agree to the Peer Council terms and conditions.

15. 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.

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

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

18. 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.

19. 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.

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

21. 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 CHS Rocket website at *http://il.8to18.com/bchs*, and in the CHS Code of Conduct.

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 Community Unit School District 301
Student Enrollment Report

Date January 11, 2018

School	Count	EE	KDG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Current Total	Last Month Total	Change
Country Trails	**2017**		**79**	**118**	**100**	**116**	**112**	**96**								**621**	618	+3
	2016		113	100	119	111	98	95								636		
H.B. Thomas	**2017**	**92**	**89**	**106**	**93**	**93**	**76**	**84**								**633**	633	0
	2016	86	95	88	91	72	80	80								592		
Lily Lake	**2017**		**34**	**27**	**47**	**37**	**34**	**35**								**214**	213	+1
	2016		25	44	32	33	36	31								201		
Prairie View	**2017**		**95**	**118**	**107**	**113**	**104**	**107**								**644**	644	0
	2016		122	107	108	103	111	81								632		
Prairie Knolls MS	**2017**								**310**	**328**						**638**	639	-1
	2016								325	334						659		
Central MS	**2017**										**339**					**339**	337	+2
	2016										282					282		
Central HS	**2017**											**279**	**284**	**252**	**259**	**1074**	1076	-2
	2016											283	259	257	252	1051		
TOTAL DISTRICT	Head	92	297	369	347	359	326	322	310	328	339	279	284	252	259	4163	**4160**	+3
		86	355	339	350	319	325	287	325	334	282	283	259	257	252	4053		
Special Education																		
Out-of-District		1	0	8	2	4	1	9	2	7	3	2	4	4	14	61		

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 +/-
4146	**17**

6th day 2016-207 4005

CENTRAL UNIT SCHOOL DISTRICT 301

Pam Israelson <pam.israelson@central301.net>

Re: Daily Herald drug prevention FOIA request

1 message

Esther Mongan <esther.mongan@central301.net> Wed, Jan 10, 2018 at 12:15 PM
To: Pam Israelson <pam.israelson@central301.net>
Cc: Todd Stirn <todd.stirn@central301.net>

Pam,

I have put my responses to this FOIA below in red.
Project TND (Project Towards No Drug Abuse) is implemented in all Health 1 classes. The program is administered by a trained Renz staff member that comes into the Health 1 classes. The CHS Health 1 teacher assists the Renz staff member.

Let me know if you have any questions.

Thanks,

On Wed, Jan 3, 2018 at 3:03 PM, Pam Israelson <pam.israelson@central301.net> wrote:

---------- Forwarded message ---------
From: Fuller, James <jfuller@dailyherald.com>
Date: Wed, Jan 3, 2018 at 2:41 PM
Subject: Daily Herald drug prevention FOIA request
To: hilld@ccsd93.com <hilld@ccsd93.com>, bcoleman@cary26.org <bcoleman@cary26.org>, pam.israelson@central301.net <pam.israelson@central301.net>, foia@d300.org <foia@d300.org>, foia@d47.org <foia@d47.org>, distmail@d155.org <distmail@d155.org>

School official:

The Daily Herald is continuing our coverage of the ongoing opioid epidemic by taking a look at school drug prevention programs. We are interested in what program(s) schools are using these days and why. Please consider the following questions as a Freedom of Information request:

1. What drug prevention program does your school district use? Project TND (Project Towards No Drug Abuse) When did you start using it? 2017-18 school year Why did you select it? We decided to move forward with this Project TND since it is a researched based program from the Institute for Health Promotion and Disease Prevention Research in the Keck School of Medicine at the University of Southern California. It was designed for high school youth ages 14-19 and engages students in panels, large and small group discussions, and reenactments. Project TND was designed using a motivation-skills-decision making model. Upon completion of the program, students should have the skills to: 1. Stop or reduce the use of cigarettes, alcohol, marijuana, and hard drugs (i.e., cocaine, hallucinogens, depressants, amphetamines, etc),; 2. State accurate information about the consequences of drug use and abuse, including environmental, social, physiological, and emotional consequences ; 3. Demonstrate behavioral and cognitive coping skills; 4. Make a personal commitment regarding drug use; 5. Stop or reduce weapon carrying and victimization. Lastly, the Project has been identified as a model, exemplary, or evidence-based program by the following organizations: a) U.S. Center for Substance Abuse Prevention (CSAP); b) Substance Abuse and Mental Health Services Administration (SAMHSA c.)U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP/DSG); d) U.S.

Department of Defense; e) National Institute on Drug Abuse (NIDA); f) Blueprints for Healthy Youth Development - University of Colorado, Boulder

2. What is the annual cost of administering your drug prevention program? For the District it is zero dollars.
   What is the funding source? Grant funding through the Illinois Department of Human Services
3. If you don't have a drug prevention program, did you have one within the last 10 years? What did you use? When did you stop using it? Why?

I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. 5 ILCS 140/6. As a member of the news media, I am requesting a waiver fees. We believe this information is in the public interest due to the public health threat and rising number of deaths associated with opioid drug overdoses in Illinois. Please notify me in advance if you will charge any fees.

I look forward to hearing from you in writing within five working days, as required by the Act 5 ILCS 140(3). Thank you for considering and responding to this request.

James Fuller

Daily Herald Senior Writer

224-545-3594

1493615834793_twittericon.gif 1493616047216_facebookicon.gif
1493616109217_linkedinicon.gif

This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast Ltd."

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Sent from Gmail Mobile

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Esther Mongan, Ed.D.
Assistant Superintendent
Central District 301
847.464.6005

CENTRAL UNIT SCHOOL DISTRICT 301

Pam Israelson <pam.israelson@central301.net>

Fwd: SmartProcure FOIA Request Central Community Unit School District No. 301 For PO/Vendor Information

1 message

Daina Pflug <daina.pflug@central301.net> Thu, Jan 11, 2018 at 9:54 AM
To: Pam Israelson <pam.israelson@central301.net>, Todd Stirn <todd.stirn@central301.net>

Thanks.

Daina Pflug
Business Manager
Central Comm Unit School Dist 301

847-464-4044
847-464-6049 Fax

---------- Forwarded message ----------
From: **Stephen Chichelli** <schichelli@smartprocure.com>
Date: Thu, Jan 11, 2018 at 9:50 AM
Subject: Re: SmartProcure FOIA Request Central Community Unit School District No. 301 For PO/Vendor Information
To: daina.pflug@central301.net

Dear Daina,

Thank you so much for your assistance!

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.

Again, we appreciate your assistance.

Thank you,

Stephen Chichelli
Data Acquisition Specialist
SmartProcure
Direct: 954-314-1401
Email: schichelli@smartprocure.com
www.smartprocure.com

On Jan 11, 2018, at 10:44 AM, Daina Pflug <daina.pflug@central301.net> wrote:

> Stephen,
>
> Per your request, I just uploaded our file on your web link.

Thanks.

Daina Pflug
Business Manager
Central Comm Unit School Dist 301

847-464-4044
847-464-6049 Fax

On Mon, Jan 1, 2018 at 7:44 AM, Pam Israelson <pam.israelson@central301.net> wrote:

---------- Forwarded message ---------
From: <schichelli@smartprocure.com>
Date: Mon, Jan 1, 2018 at 7:35 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 2017-09-29 (yyyy-mm-dd) 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

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:
http://upload.smartprocure.com/?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 954-314-1401.

Regards,

Stephen Chichelli
Data Acquisition Specialist
SmartProcure
Direct: 954-314-1401
Email: schichelli@smartprocure.com
www.smartprocure.com
--
Sent from Gmail Mobile

CENTRAL UNIT SCHOOL DISTRICT 301

Pam Israelson <pam.israelson@central301.net>

Fwd: Contract Expiration Request

1 message

Esther Mongan <esther.mongan@central301.net> Wed, Dec 20, 2017 at 1:32 PM
To: Pam Israelson <pam.israelson@central301.net>, Daina Pflug <daina.pflug@central301.net>, Todd Stirn <todd.stirn@central301.net>

See FOIA below
---------- Forwarded message ----------
From: **Leach, Ken** <Ken.Leach@compass-usa.com>
Date: Wed, Dec 20, 2017 at 12:56 PM
Subject: Contract Expiration Request
To: "esther.mongan@central301.net" <esther.mongan@central301.net>

Hello Esther,

I am writing to make a request of information that will help me to be timely and contribute to any future bids that may come from Central Community Unit School District 301. SSC solely services the K-12 industry in the areas of Custodial Services, Grounds Management and Operations Equipment Maintenance. Compass group is currently the 6th largest employer in the entire world and focuses on specialized service entities, such as K-12.

Would you please send me the following information for our preparation?

Custodial Services:

1) **Name of current provider** or "Self-serviced"

2) Current **Contract Expiration Date** of this service **(M/Yr)**

I greatly appreciate your time and professional courtesy.

My email and cell number if needed are: ken.leach@compass-usa.com 314-346-4267 **Thank you!**

Respectfully,

Ken

Ken Leach

Midwest Regional Business Director
314.346.4267 | www.sscserv.com

SSC services for education
EXPERTISE COMMITMENT VALUE

A member of Compass Group PLC

View Ken Leach Profile

--
Esther Mongan, Ed.D.

Assistant Superintendent
Central District 301
847.464.6005