Regular Meeting

Tuesday, February 20, 2018 6:00 PM
Central 301 District Office, 275 South St, P.O. Box 396, Burlington, IL 60109

1. **Call Meeting to Order - Vice President Marlovits**
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. Approve High School 2019 Costa Rica Trip
D. Approve Elementary Handbook Updates 2018-2019
E. Approve Middle School Handbook Updates 2018-2019
F. Approve High School Handbook Updates 2018-2019
G. Approve CHS Cheer Team Overnight Trip for State Competition
H. Approve CHS State Band Trip
I. Approve Wrestling Overnight Trip for State Competition
5. **Information Reports**
A. Committee Reports
B. Math Team Results
C. High School Schedule
D. English III Textbook Recommendation
E. Construction Update
  - Veterinary Science Lab Building
  - Phase Two Addition
F. Technology Update
G. Enrollment Report
6. **Freedom of Information Act**
A. Locallabs.com - requested current collective bargaining agreements and the members that belong to them.
B. Rafael Guerrero, Daily Herald requested lists of the amount of opioid antagonists (Narcan) at each Central 301 building.
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). Student Disciplinary Cases [5 ILCS 120/2(c)(10)].
B. Open Session
C. Action Items from Closed Session
1) Approve the Personnel Report
2) Possible Action on Student Discipline

8. **Board Open Forum**
9. **Adjourn**

Central Community Unit School District 301
Board of Education Minutes

Where:	Central Middle School Library	Meeting:	Regular
Date:	January 16, 2018	Time:	6:00 p.m.

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

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

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

Present: Gorman, T. Johnson, Marlovits, Rabe, Kellenberger
Absent: C. Johnson, Penar

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

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

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

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

Release Closed Session Items	Motion by Marlovits second by T. Johnson to approve the release of the past six months closed session personnel reports. Voting yes: Gorman, T. Johnson, Marlovits, Rabe, Kellenberger Voting no: None Absent: C. Johnson, Penar
Bus Bid	Motion by Marlovits second by T. Johnson to approve the bus bid for the 2018-2019 and the 2019-2020 school year from Midwest Transit as presented. Voting yes: Gorman, T. Johnson, Marlovits, Rabe, Kellenberger Voting no: None Absent: C. Johnson, Penar
Plato Road Bid	Motion by Marlovits second by T. Johnson to approve the bid from Curran Contracting for the Plato Road improvements as presented. Voting yes: T. Johnson, Marlovits, Rabe, Kellenberger Voting no: Gorman Absent: C. Johnson, Penar
Athletic Conf	Motion by T. Johnson second by Marlovits to approve the CHS Administrative recommendation to join the Fox Valley Athletic Conference beginning with the 2019-2020 school year. Voting yes: Gorman, T. Johnson, Marlovits, Rabe, Kellenberger Voting no: None Absent: C. Johnson, Penar
Executive Session	Motion by T. Johnson second by Gorman to adjourn open session and enter into executive session at 7:45 p.m. Voting yes: Gorman, C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger Voting no: None Absent: None
Open Session	Motion by Gorman second by T. Johnson to adjourn executive session and return to open session at 9:10 p.m. Voting yes: Gorman, T. Johnson, Marlovits, Rabe, Kellenberger Voting no: None Absent: C. Johnson, Penar
Personnel Report	Motion by T. Johnson second by Gorman to approve the personnel report for January as presented. Voting yes: Gorman, T. Johnson, Marlovits, Rabe, Kellenberger Voting no: None Absent: C. Johnson, Penar
Adjourn	Motion by Gorman second by T. Johnson to adjourn at 9:10 p.m. Voting yes: Gorman, T. Johnson, Marlovits, Rabe, Kellenberger Voting no: None Absent: C. Johnson, Penar

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 – Michelle Schutta and Mike Schmidt voiced their concern about the possible agreement with the Fox Valley Athletic Conference.

4.0 Action Items

- 4.1 Consent Agenda – Business Manager Pflug reviewed the revenue and expenditure report for January. Revenues are 40.43% compared to 46.09% at this point last year including bond proceeds, and expenditures are at 42.26% compared to 43.62% at this point last year. The State has paid all of the FY17 categorical payments owed the district. No categorical payments for this year have been received. Impact fees for one home in the amount of $6,794.79 was received without any transition fees.

- 4.2 Review Closed Session Items for Public Release – Agendas and personnel reports are included in the board packet from July through December. Personnel reports can be released but issues regarding pending litigation, student discipline and negotiations will remain closed.

- 4.3 Approve Bus Bid for 2018-2019 and 2019-2020 – The bid from Midwest Transit was approved for eight 28 passenger buses, two 18-2 wheelchair buses and nine 72 passenger buses.

- 4.4 Approve Bid for Plato Road Improvements – The bid from Curran Contracting was accepted. They are the lowest bidder out of six companies.

- 4.5 Approve the Central High School Administrative Recommendation to Join the Fox Valley Athletic Conference beginning with the 2019-2020 School Year – Principal Testone and Athletic Director Diversey presented their recommendation to accept the invitation from the Fox Valley Athletic Conference. Since the December meeting the Northern Big 12 has had five of their teams break away and rather than wait until March to extend an invitation they have asked Central to be the sixth member of their athletic conference. The decision to join Fox Valley was made due to stability, travel and competitive balance. The motion was approved.

5.0 Information Reports

- 5.1 Committee Reports:
  - CCC – Assistant Superintendent Mongan reported that the CCC is focused on researching standards based reporting. The committee looked at the definition of standards based and standards reference reporting. District 301 is more standards referenced in its practice. The committee is still in the early stages of discussion and a decision probably will not be made until May.

- 5.2 High School Costa Rica Trip – Spanish teacher Ellen Horvath requests approval from the board to take her Spanish students to Costa Rica during the summer of 2019. The trip is scheduled through Educational Tours.

- 5.3 High School Handbook Update – Assistant Principal Lewis updated the board on the handbook changes. Changes include the new traditional schedule, clarified language for Elgin Community College, Fox Valley Career Center and ECC District 509. Five days for vacation are now excused for attendance and Seniors can now take non-district 301 correspondence courses as long as they include final exams. The language for the Peer Jury was change to Peer Council.

  Middle School Handbook Update – Assistant Principal Paszt reported that the committee updated the attendance and dress code portions to aligned with the high school. Students can

now bring metal water bottles to class and there is now credit recovery language that states credit recovery is now after school.

Elementary Handbook Updates –Principal Schuth reviewed the changes in the handbooks that aligned the handbooks with the high school for attendance and dress code. It is up to parents to make sure students are dressed appropriately for the weather, and students are expected to go outside for recess when the temperature is zero or above.

5.4 High School Schedule Update– Assistant Principal Lewis shared that sectioning round one and two are done, the next step is building the schedule to be completed by February or early March. Once that is done sectioning is looked at again. The schedule for special education students is done and looks good. Right now it looks like all minutes in student IEPs will be met. Department chairs are submitting the teachers they want teaching different classes.

5.5 Construction Update – Dr. Stirn reported that they are working on the equipment, space, structure and the architects are working on the drawings. The project will go out for bid in February. For Phase II the field house is under roof, structure is heated, painted and the classrooms are under roof. The construction manager is planning on releasing classrooms in May and June for preparations. Crews disinfected the buildings over winterbreak and carpet was replaced in some of the older classrooms with quartz tile.

5.8 Technology Update – Some of Rocky Mountain's equipment broke down due to the recent extreme freezing temperatures. Boring will begin depending on the frost lines.

5.9 Enrollment – Enrollment has increased by three students this month.

6.0 Freedom of Information

6.1 The Daily Herald – requested information on Opioid Epidemic and Drug preventions offered at the schools.

6.2 Smartprocure – requested purchase information from September 27, 2017 to present

6.3 Grounds Management Services – requested information on our custodial services and bidding information. Our custodial service is in house.

7.0 Executive Session

7.1 Adjourn Open Meeting

7.2 Return to Open Session

7.3 Action Items from Closed Session

8.0 Adjourn

Jeff Kellenberger, President

Christina Johnson, Secretary

Next Meeting: February 20, 2018

FD	Description	January 2017-18 Beginning Balance	January 2017-18 Deposits	January 2017-18 Withdrawals	January 2017-18 Monthly Activity	Ending Balance
10	IMPREST-DISTRICT	4,603.20	2,977.37	3,165.76	-188.39	4,414.81
10	IMPREST-CHS	5,028.73	15,465.00	18,506.77	-3,041.77	1,986.96
10	IMPREST-ELEMENTARY	2,193.95				2,193.95
10	CASH IN BANK-EDUCATION	607,806.67	2,711,985.52	2,793,970.96	-81,985.44	525,821.23
10	CASH IN BANK - PAYROLL	18,744.61	1,955,392.06	1,964,305.67	-8,913.61	9,831.00
10	RESTRICTED ACCT. FOR HEALTH IN	16,553.13				16,553.13
10	PAYFLEX ACCOUNT	17,687.49	10,289.12	13,898.94	-3,609.82	14,077.67
10	DEBIT CARD ACCOUNT		1,000.90	1,000.90		
10	PETTY CASH	1,380.00				1,380.00
10	INVESTMENT- BUSINESS NOW/SWEEP	21,181,949.04	9,001.73	1,800,000.00	-1,790,998.27	19,390,950.77
10		21,855,946.82	4,706,111.70	6,594,849.00	-1,888,737.30	19,967,209.52
20	IMPREST-DISTRICT		561.59	561.59		
20	CASH IN BANK-O&M	16,719.60	296,068.28	288,562.51	7,505.77	24,225.37
20	CASH IN BANK - PAYROLL	1,161.12	125,433.24	125,939.70	-506.46	654.66
20	INVESTMENT-BUSINESS NOW/SWEEP	5,776,611.88	16,288.82	225,000.00	-208,711.18	5,567,900.70
20		5,794,492.60	438,351.93	640,063.80	-201,711.87	5,592,780.73
30	CASH IN BANK-DEBT SERVICE	21,760.12	12,901.70	1,200.00	11,701.70	33,461.82
30	INVESTMENT-BUSINESS NOW/SWEEP	785,736.99	338.66		338.66	786,075.65
30		807,497.11	13,240.36	1,200.00	12,040.36	819,537.47
40	IMPREST-DISTRICT		461.04	461.04		
40	IMPREST-CHS					
40	CASH IN BANK-TRANSPORTATION	13,183.14	180,983.54	183,570.03	-2,586.49	10,596.65
40	CASH IN BANK - PAYROLL	1,681.27	156,222.81	156,723.73	-500.92	1,180.35
40	DEBIT CARD ACCOUNT		30.77	30.77		
40	INVESTMENT-BUSINESS NOW/SWEEP	1,771,621.00	752.89	180,000.00	-179,247.11	1,592,373.89
40		1,786,485.41	338,451.05	520,785.57	-182,334.52	1,604,150.89
50	CASH IN BANK-IMRF	11,199.74	210,061.78	211,331.61	-1,269.83	9,929.91
50	CASH IN BANK-PAYROLL		85,311.01	85,311.01		
50	INVESTMENT-BUSINESS NOW/SWEEP	1,092,100.31	2,001.22	125,000.00	-122,998.78	969,101.53
50		1,103,300.05	297,374.01	421,642.62	-124,268.61	979,031.44
60	CASH IN BANK-CAPITAL PROJECT	749,158.49	11,923,452.79	7,352,278.53	4,571,174.26	5,320,332.75
60	INVESTMENTS-BUSINESS NOW/SWEEP	14,297,663.76	7,352,687.46	11,923,452.79	-4,570,765.33	9,726,898.43
60		15,046,822.25	19,276,140.25	19,275,731.32	408.93	15,047,231.18
70	CASH IN BANK-WORKING CASH	329.78				329.78
70	INVESTMENT-BUSINESS NOW/SWEEP	1,981,836.09	842.23		842.23	1,982,678.32
70		1,982,165.87	842.23		842.23	1,983,008.10
80	CASH IN BANK-TORT	6,047.49				6,047.49
80	INVESTMENT- BUSINESS NOW/SWEEP	847,898.37	360.34		360.34	848,258.71
80		853,945.86	360.34		360.34	854,306.20
	Grand Asset Totals	49,230,655.97	25,070,871.87	27,454,272.31	-2,383,400.44	46,847,255.53

Number of Accounts: 31

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

Central Community Unit School Dist. 301
Revenue Summary Report
January 2018

	Original Budget	% of Fund	January MTD	2017-18 FYTD	Remaining Budget	FYTD Percent
10-Education Fund						
Total Local Revenue	33,460,420.00	57.15%	142,705.76	16,847,676.82	16,612,743.18	50.35%
Total State Revenue	23,739,392.00	40.55%	571,694.36	4,166,266.23	19,573,125.77	17.55%
Total Federal Revenue	1,344,918.00	2.30%	139,268.09	942,368.57	402,549.43	70.07%
Total Education Fund	**58,544,730.00**	**100.00%**	**853,668.21**	**21,956,311.62**	**36,588,418.38**	**37.50%**
20-O&M Fund						
Total Local Revenue	4,948,283.00	92.52%	23,518.80	2,582,814.92	2,365,468.08	52.20%
Total State Revenue	400,000.00	7.48%	40,000.00	240,000.00	160,000.00	60.00%
Total O&M Fund	**5,348,283.00**	**100.00%**	**63,518.80**	**2,822,814.92**	**2,525,468.08**	**52.78%**
30-Debt Service Fund						
Total Local Revenue	8,757,621.00	100.00%	13,240.36	5,145,413.35	3,612,207.65	58.75%
Total Debt Service Fund	**8,757,621.00**	**100.00%**	**13,240.36**	**5,145,413.35**	**3,612,207.65**	**58.75%**
40-Transportation Fund						
Total Local Revenue	2,009,765.00	57.14%	802.89	863,393.75	1,146,371.25	42.96%
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%**	**802.89**	**1,621,614.43**	**1,895,950.57**	**46.10%**
50-IMRF/SS Fund						
Total Local Revenue	1,568,014.00	100.00%	2,001.22	828,315.25	739,698.75	52.83%
Total IMRF/SS Fund	**1,568,014.00**	**100.00%**	**2,001.22**	**828,315.25**	**739,698.75**	**52.83%**
60-Capital Projects Fund						
Total Local Revenue	137,000.00	100.00%	23,223.08	128,531.57	8,468.43	93.82%
Total Capital Projects Fund	**137,000.00**	**100.00%**	**23,223.08**	**128,531.57**	**8,468.43**	**93.82%**
70-Working Cash Fund						
Total Local Revenue	238,363.00	100.00%	842.23	37,512.41	200,850.59	15.74%
Total Working Cash Fund	**238,363.00**	**100.00%**	**842.23**	**37,512.41**	**200,850.59**	**15.74%**
80-Tort Fund						
Total Local Revenue	573,612.00	100.00%	360.34	233,030.44	340,581.56	40.63%
Total Tort Fund	**573,612.00**	**100.00%**	**360.34**	**233,030.44**	**340,581.56**	**40.63%**
Revenue-All Funds						
1000 Total Local Revenue	51,693,078.00	65.70%	206,694.68	26,666,688.51	25,026,389.49	51.59%
3000 Total State Revenue	25,647,192.00	32.59%	611,694.36	5,164,486.91	20,482,705.09	20.14%
4000 Total Federal Revenue	1,344,918.00	1.71%	139,268.09	942,368.57	402,549.43	70.07%
7000 Total Transfers/Bond Proceeds	-	0.00%	-	-	-	0.00%
Total Revenue-All Funds	**78,685,188.00**	**100.00%**	**957,657.13**	**32,773,543.99**	**45,911,644.01**	**41.65%**

Central Community Unit School Dist. 301
Revenue Detail Report
January 2018

Account Number	Description	Original Budget	January MTD	2017-18 FYTD	Remaining Budget	FYTD Percent
10R000 1110 0000	TAXES	25,893,892.00	-	12,886,860.63	13,007,031.37	49.77%
10R000 1140 0000	SPEC ED TAXES	5,009,928.00	-	2,374,814.55	2,635,113.45	47.40%
10R001 1510 0000	INTEREST	30,100.00	9,001.73	42,508.07	(12,408.07)	141.22%
10R002 1611 0000	LUNCH, STUDENTS	836,000.00	78,480.15	492,815.05	343,184.95	58.95%
10R002 1620 0000	LUNCH, ADULTS	14,500.00	1,177.15	8,007.45	6,492.55	55.22%
10R000 1711 0000	ATHLETIC ADMISSION	35,000.00	2,561.00	15,035.30	19,964.70	42.96%
10R000 1720 0000	ATH PART FEE	110,000.00	5,402.00	72,517.00	37,483.00	65.92%
10R002 1720 0000	OTHER FEES	229,000.00	20,134.57	121,891.41	107,108.59	53.23%
10R000 1811 0000	TEXTBOOK INCOME	625,000.00	16,499.92	238,938.42	386,061.58	38.23%
10R000 1830 0000	TECHNOLOGY FEES	305,000.00	1,970.00	100,905.81	204,094.19	33.08%
10R000 1930 0000	TRANSITION FEES	100,000.00	5,112.24	115,458.06	(15,458.06)	115.46%
10R000 1950 0000	REFUND OF PRIOR YEAR EXPEND/MV/FV	50,000.00	233.40	163,592.07	(113,592.07)	327.18%
10R000 1970 0000	DRIVERS ED B-T-W	52,000.00	1,685.00	14,992.74	37,007.26	28.83%
10R000 1991 0000	MID VALLEY REIMBURSEMENT	150,000.00	-	148,496.70	1,503.30	99.00%
10R000 1999 0000	OTHER LOCAL REV	20,000.00	448.60	50,843.56	(30,843.56)	254.22%
Total Local Revenue		**33,460,420.00**	**142,705.76**	**16,847,676.82**	**16,612,743.18**	**50.35%**
10R000 3001 0000	GEN STATE AID/EBF	6,328,638.00	571,694.36	3,430,166.16	2,898,471.84	54.20%
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	41.00	97.80%
10R000 3305 0000	TPI & TBE-BILINGUAL ED.	46,394.00	-	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	189.60	92.71%
Total State Revenue		**23,739,392.00**	**571,694.36**	**4,166,266.23**	**19,573,125.77**	**17.55%**
10R000 4210 0000	NATL SCHOOL LUNCH PROGRAM	210,000.00	23,115.47	107,328.31	102,671.69	51.11%
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	22.00	100.79	4,754.21	2.08%
10R000 4620 0000	IDEA FLOW THROUGH	646,253.00	108,138.00	553,348.92	92,904.08	85.62%
10R000 4625 0000	IDEA FLOW THROUGH ROOM & BOARD	29,000.00	7,992.62	20,801.73	8,198.27	71.73%
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	-	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**	**139,268.09**	**942,368.57**	**402,549.43**	**70.07%**
Total Education Fund		**58,544,730.00**	**853,668.21**	**21,956,311.62**	**36,588,418.38**	**37.50%**
20R000 1111 0000	TAXES	4,683,283.00	-	2,432,263.83	2,251,019.17	51.94%
20R000 1230 0000	CORP PERS PROP TAX	130,000.00	12,776.47	52,569.74	77,430.26	40.44%
20R001 1510 0000	INTEREST - SWEEP ACCOUNT	15,000.00	3,512.35	17,807.23	(2,807.23)	118.71%
20R001 1720 0000	PARKING FEES	30,000.00	400.00	30,750.00	(750.00)	102.50%
20R000 1910 0000	RENTALS	80,000.00	5,333.00	43,716.50	36,283.50	54.65%
20R000 1950 0000	REFUND OF PRIOR YEAR EXPENDITURES	5,000.00	1,496.98	1,700.12	3,299.88	34.00%
20R000 1999 0000	OTHER REVENUE	5,000.00	-	4,007.50	992.50	80.15%
Total Local Revenue		**4,948,283.00**	**23,518.80**	**2,582,814.92**	**2,365,468.08**	**52.20%**
20R000 3001 0000	GEN STATE AID/EBF	400,000.00	40,000.00	240,000.00	160,000.00	60.00%
20R000 3999 0000	OTHER STATE REVENUE	-	-	-	-	0%
Total State Revenue		**400,000.00**	**40,000.00**	**240,000.00**	**160,000.00**	**60.00%**
Total O&M Fund		**5,348,283.00**	**63,518.80**	**2,822,814.92**	**2,525,468.08**	**52.78%**

Central Community Unit School Dist. 301
Revenue Detail Report
January 2018

Account Number Description	Original Budget	January MTD	2017-18 FYTD	Remaining Budget	FYTD Percent
30R000 1112 0000 TAXES	8,152,171.00	-	4,726,174.72	3,425,996.28	57.97%
30R001 1510 0000 INTEREST	5,450.00	338.66	16,754.10	(11,304.10)	307.41%
30R000 1930 0000 IMPACT FEES	600,000.00	12,901.70	402,484.53	197,515.47	67.08%
Total Local Revenue	**8,757,621.00**	**13,240.36**	**5,145,413.35**	**3,612,207.65**	**58.75%**
Total Debt Service Fund	**8,757,621.00**	**13,240.36**	**5,145,413.35**	**3,612,207.65**	**58.75%**
40R000 1113 0000 TAXES	1,991,240.00	-	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	752.89	3,250.09	(1,225.09)	160.50%
40R000 1999 0000 OTHER REVENUE	15,000.00	50.00	6,860.23	8,139.77	45.73%
Total Local Revenue	**2,009,765.00**	**802.89**	**863,393.75**	**1,146,371.25**	**42.96%**
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**	**802.89**	**1,621,614.43**	**1,895,950.57**	**46.10%**
50R000 1114 0000 IMRF TAXES	789,482.00	-	420,547.69	368,934.31	53.27%
50R000 1151 0000 SOC SEC/MEDICARE TAXES	761,532.00	-	399,065.51	362,466.49	52.40%
50R000 1230 0000 CORP PERS PROP TAX	15,000.00	1,419.61	5,841.07	9,158.93	38.94%
50R001 1510 0000 INTEREST	2,000.00	581.61	2,860.98	(860.98)	143.05%
Total Local Revenue	**1,568,014.00**	**2,001.22**	**828,315.25**	**739,698.75**	**52.83%**
Total IMRF/SS Fund	**1,568,014.00**	**2,001.22**	**828,315.25**	**739,698.75**	**52.83%**
60R001 1510 0000 INTEREST-SWEEP ACCOUNT	37,000.00	23,223.08	128,531.57	(91,531.57)	347.38%
60R000 1930 0000 IMPACT FEES	100,000.00	-	-	100,000.00	0.00%
Total Local Revenue	**137,000.00**	**23,223.08**	**128,531.57**	**8,468.43**	**93.82%**
Total Capital Projects Fund	**137,000.00**	**23,223.08**	**128,531.57**	**8,468.43**	**93.82%**
70R000 1115 0000 TAXES	233,563.00	-	33,524.35	200,038.65	14.35%
70R001 1510 0000 INTEREST	4,800.00	842.23	3,988.06	811.94	83.08%
Total Local Revenue	**238,363.00**	**842.23**	**37,512.41**	**200,850.59**	**15.74%**
Total Working Cash Fund	**238,363.00**	**842.23**	**37,512.41**	**200,850.59**	**15.74%**
80R000 1120 0000 TORT TAXES	572,012.00	-	231,437.77	340,574.23	40.46%
80R001 1510 0000 INTEREST - SWEEP ACCOUNT	1,600.00	360.34	1,592.67	7.33	99.54%
Total Local Revenue	**573,612.00**	**360.34**	**233,030.44**	**340,581.56**	**40.63%**
Total Tort Fund	**573,612.00**	**360.34**	**233,030.44**	**340,581.56**	**40.63%**
Revenue-All Funds					
1000 Total Local Revenue	51,693,078.00	206,694.68	26,666,688.51	25,026,389.49	51.59%
3000 Total State Revenue	25,647,192.00	611,694.36	5,164,486.91	20,482,705.09	20.14%
4000 Total Federal Revenue	1,344,918.00	139,268.09	942,368.57	402,549.43	70.07%
7000 Total Transfers/Bond Proceeds	-	-	-	-	0.00%
Total Revenue-All Funds	**78,685,188.00**	**957,657.13**	**32,773,543.99**	**45,911,644.01**	**41.65%**

Central Community Unit School Dist. 301
Expenditure Summary by Fund Report
January 2018

	Original Budget	% of Fund	January MTD	2017-18 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
10-Education							
1000 Salaries	24,610,011.00	42.90%	1,944,338.74	13,583,662.89	-	11,026,348.11	55.20%
2000 Benefits	6,853,711.00	11.95%	587,550.70	3,735,994.30	7,500.00	3,110,216.70	54.62%
3000 Purchased Services	3,230,693.00	5.63%	80,970.46	1,295,486.56	400,907.15	1,534,299.29	52.51%
4000 Supplies	2,910,918.00	5.07%	58,386.10	997,221.23	679,777.75	1,233,919.02	57.61%
5000 Capital Outlay	151,000.00	0.26%	9,256.25	30,072.74	47,924.00	73,003.26	51.65%
6000 Other/Dues/Fees	19,343,645.00	33.72%	33,215.70	735,345.80	(189,590.13)	18,797,889.33	2.82%
7000 Non-Capital Equipment	154,820.00	0.27%	30,615.01	164,529.65	40,097.76	(49,807.41)	132.17%
8000 Termination Benefits	104,676.00	0.18%	-	104,675.50	-	0.50	100.00%
Total Education Fund	**57,359,474.00**	**100.00%**	**2,744,332.96**	**20,646,988.67**	**986,616.53**	**35,725,868.80**	**37.72%**
20-O&M							
1000 Salaries	1,705,628.00	31.76%	124,252.98	901,167.63	-	804,460.37	52.83%
2000 Benefits	450,575.00	8.39%	30,520.61	222,132.58	-	228,442.42	49.30%
3000 Purchased Services	1,041,500.00	19.39%	17,423.89	393,802.06	(14,598.27)	662,296.21	36.41%
4000 Supplies	1,520,500.00	28.31%	9,719.10	588,415.21	92,105.38	839,979.41	44.76%
5000 Capital Outlay	450,000.00	8.38%	83,558.86	532,953.15	(43,338.00)	(39,615.15)	108.80%
6000 Other/Dues/Fees	102,400.00	1.91%	140.00	190.00	1,170.00	101,040.00	1.33%
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%**	**265,615.44**	**2,643,655.63**	**35,339.11**	**2,691,608.26**	**49.88%**
30-Debt Service							
3000 Purchased Services	5,000.00	0.05%	1,200.00	2,150.00	-	2,850.00	43.00%
6000 Other/Bonds	10,512,775.00	99.95%	-	10,315,462.50	-	197,312.50	98.12%
Total Debt Service	**10,517,775.00**	**100.00%**	**1,200.00**	**10,317,612.50**	**-**	**200,162.50**	**98.10%**
40-Transportation							
1000 Salaries	1,977,800.00	59.19%	156,069.65	1,100,865.75	-	876,934.25	55.66%
2000 Benefits	84,835.00	2.54%	5,247.86	39,820.49	-	45,014.51	46.94%
3000 Purchased Services	828,000.00	24.78%	3,689.40	699,673.74	1,409.25	126,917.01	84.67%
4000 Supplies	326,000.00	9.76%	17,132.50	135,848.41	30,085.38	160,066.21	50.90%
6000 Other/Dues/Transfers	110,000.00	3.29%	998.00	3,818.98	1,845.00	104,336.02	5.15%
7000 Non-Capital Equipment	15,000.00	0.45%	-	-	-	15,000.00	0.00%
Total Transportation	**3,341,635.00**	**100.00%**	**183,137.41**	**1,980,027.37**	**33,339.63**	**1,328,268.00**	**60.25%**
50-IMRF/SS							
2000 Benefits	1,621,675.00	100.00%	126,269.83	888,309.72	-	733,365.28	54.78%
Total IMRF/SS	**1,621,675.00**	**100.00%**	**126,269.83**	**888,309.72**	**-**	**733,365.28**	**54.78%**
60-Capital Projects							
5000 Capital Outlay	21,350,000.00	100.00%	22,814.15	8,723,071.52	945,177.57	11,681,750.91	45.28%
Total Capital Projects	**21,350,000.00**	**100.00%**	**22,814.15**	**8,723,071.52**	**945,177.57**	**11,681,750.91**	**45.28%**
70-Working Cash							
6000 Transfers	-		-	-	-	-	0.00%
Total Working Cash	**-**	**0.00%**	**-**	**-**	**-**	**-**	**0.00%**
80-Tort							
3000 Purchased Services	650,000.00	100.00%	-	72,252.65	66.00	577,681.35	11.13%
Total Tort	**650,000.00**	**100.00%**	**-**	**72,252.65**	**66.00**	**577,681.35**	**11.13%**
Total Expenditures	**100,211,162.00**		**3,343,369.79**	**45,271,918.06**	**2,000,538.84**	**52,938,705.10**	**47.17%**
Expenditures Across All Funds							
1000 Salaries	28,293,439.00	28.23%	2,224,661.37	15,585,696.27	-	12,707,742.73	55.09%
2000 Benefits	9,010,796.00	8.99%	749,589.00	4,886,257.09	7,500.00	4,117,038.91	54.31%
3000 Purchased Services	5,755,193.00	5.74%	103,283.75	2,463,365.01	387,784.13	2,904,043.86	49.54%
4000 Supplies	4,757,418.00	4.75%	85,237.70	1,721,484.85	801,968.51	2,233,964.64	53.04%
5000 Capital Outlay	21,951,000.00	21.90%	115,629.26	9,286,097.41	949,763.57	11,715,139.02	46.63%
6000 Other/Dues/Fees/Bonds	30,068,820.00	30.01%	34,353.70	11,054,817.28	(186,575.13)	19,200,577.85	36.14%
7000 Non-Capital Equipment	269,820.00	0.27%	30,615.01	169,524.65	40,097.76	60,197.59	77.69%
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%**	**3,343,369.79**	**45,271,918.06**	**2,000,538.84**	**52,938,705.10**	**47.17%**

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1-WORLD GLOBES & MAP	99878	Classroom rugs for 2nd grade	10E005 2410 7100 00 000000 0000	1,276.85
			Totals for 1-WORLD GLOBES & MAPS	1,276.85
ACCURATE PIANO & SAL	Jan 23	CHS Piano tuning	10E002 1130 3190 00 000000 0000	238.50
			Totals for ACCURATE PIANO & SALES	238.50
ACEVEDO-PEREZ, HECTO	Uniform FY	2017-2018 Work Boot/Pant Reimb	20E002 2540 4110 00 000000 0000	150.00
			Totals for ACEVEDO-PEREZ, HECTOR	150.00
ADVANCE AUTO PARTS	2454-36580	Pry Bar	40E001 2550 4100 00 000000 0000	71.72
ADVANCE AUTO PARTS	2454-36584	Batteries	40E001 2550 4100 00 000000 0000	228.90
ADVANCE AUTO PARTS	2454-36580	Screwdriver Set	40E001 2550 4100 00 000000 0000	18.39
ADVANCE AUTO PARTS	2454-36031	Wheelchair parts	40E001 2550 4100 00 000000 0000	61.25
ADVANCE AUTO PARTS	2454-36749	Oil Filters	40E001 2550 4100 00 000000 0000	49.72
ADVANCE AUTO PARTS	2454-36767	Credit Core Return	40E001 2550 4100 00 000000 0000	-44.00
			Totals for ADVANCE AUTO PARTS	385.98
ADVOCATE SHERMAN OCC	624999	Bus Physicals	40E001 2550 3190 00 000000 0000	105.00
ADVOCATE SHERMAN OCC	629306	Bus Physicals	40E001 2550 3190 00 000000 0000	525.00
ADVOCATE SHERMAN OCC	679096	Physicals	40E001 2550 3190 00 000000 0000	398.00
ADVOCATE SHERMAN OCC	631114	Random Screens	80E001 2362 3820 00 000000 0000	66.00
ADVOCATE SHERMAN OCC	680513	Driver Physical	40E001 2550 3190 00 000000 0000	105.00
ADVOCATE SHERMAN OCC	682225	Bus Driver Physicals	40E001 2550 3190 00 000000 0000	210.00
			Totals for ADVOCATE SHERMAN OCCUPATIONAL	1,409.00
AETNA PLYWOOD, INC	RCK0006866	Woods supplies	10E002 1400 4100 10 000000 0000	1,713.95
			Totals for AETNA PLYWOOD, INC	1,713.95
AGUINAGA, JACOB	Jan 2018	January Mileage	10E001 2660 3320 00 000000 0000	46.71
			Totals for AGUINAGA, JACOB	46.71
ALEXANDER LEIGH CENT	2163	Monthly tuition January	10E001 1912 6700 00 000000 0000	24,321.60
ALEXANDER LEIGH CENT	2190	Monthly tuition February	10E001 1912 6700 00 000000 0000	25,672.80
			Totals for ALEXANDER LEIGH CENTER FOR AU	49,994.40
ALEXIAN BROTHERS BEH	H080034238	Tutoring Services	10E001 1912 6700 00 000000 0000	96.00
ALEXIAN BROTHERS BEH	H080034307	Tutoring Services	10E001 1912 6700 00 000000 0000	96.00
ALEXIAN BROTHERS BEH	H080034224	Tutoring Services	10E001 1912 6700 00 000000 0000	448.00
ALEXIAN BROTHERS BEH	H080034307	Tutoring Services	10E001 1912 6700 00 000000 0000	384.00
ALEXIAN BROTHERS BEH	H080034351	Tutoring Services	10E001 1912 6700 00 000000 0000	512.00
			Totals for ALEXIAN BROTHERS BEHAVIORAL H	1,536.00
ALPHA BAKING COMPANY	1800070080	Bread	10E002 2560 4100 00 000000 0000	294.89
ALPHA BAKING COMPANY	1800070080	Bread	10E008 2560 4100 00 000000 0000	95.40
ALPHA BAKING COMPANY	1800070080	Bread	10E011 2560 4100 00 000000 0000	43.60
ALPHA BAKING COMPANY	1800070080	Bread	10E004 2560 4100 00 000000 0000	53.70
ALPHA BAKING COMPANY	1800070080	Bread	10E010 2560 4100 00 000000 0000	45.70
ALPHA BAKING COMPANY	1800070080	Bread	10E003 2560 4100 00 000000 0000	49.74
ALPHA BAKING COMPANY	1800070110	Bread	10E011 2560 4100 00 000000 0000	67.55
ALPHA BAKING COMPANY	1800070110	Bread	10E005 2560 4100 00 000000 0000	56.62
ALPHA BAKING COMPANY	1800070160	Bread	10E003 2560 4100 00 000000 0000	30.74
ALPHA BAKING COMPANY	1800070160	Bread	10E008 2560 4100 00 000000 0000	4.80
ALPHA BAKING COMPANY	1800070180	Bread	10E011 2560 4100 00 000000 0000	51.60
ALPHA BAKING COMPANY	1800070220	Bread	10E003 2560 4100 00 000000 0000	31.18
ALPHA BAKING COMPANY	1800070220	Bread	10E002 2560 4100 00 000000 0000	251.45

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALPHA BAKING COMPANY	1800070220	Bread	10E004 2560 4100 00 000000 0000	64.64
ALPHA BAKING COMPANY	1800070220	Bread	10E010 2560 4100 00 000000 0000	51.92
ALPHA BAKING COMPANY	1800070220	Bread	10E008 2560 4100 00 000000 0000	139.05
ALPHA BAKING COMPANY	1800070320	Bread	10E011 2560 4100 00 000000 0000	46.25
ALPHA BAKING COMPANY	1800070300	Bread	10E008 2560 4100 00 000000 0000	67.04
ALPHA BAKING COMPANY	1800070290	Bread	10E004 2560 4100 00 000000 0000	34.04
ALPHA BAKING COMPANY	1800070290	Bread	10E003 2560 4100 00 000000 0000	107.69
ALPHA BAKING COMPANY	1800070360	Bread	10E002 2560 4100 00 000000 0000	215.94
ALPHA BAKING COMPANY	1800070290	Bread	10E002 2560 4100 00 000000 0000	335.07
ALPHA BAKING COMPANY	1800070290	Bread	10E011 2560 4100 00 000000 0000	47.46
ALPHA BAKING COMPANY	1800070290	Bread	10E010 2560 4100 00 000000 0000	36.63
			Totals for ALPHA BAKING COMPANY	2,222.70
AMALGAMATED BANK OF	1855083006	Bond Series 2013 Admin fee	30E001 5400 3190 00 000000 0000	350.00
			Totals for AMALGAMATED BANK OF CHICAGO	350.00
AMAZON.COM	4668975548	PKMS Misc. Textbooks	10E011 1120 4200 00 000000 0000	5.05
AMAZON.COM	6556565563	PKMS Misc. Textbooks	10E011 1120 4200 00 000000 0000	8.61
AMAZON.COM	6587586764	PKMS Misc. Textbooks	10E011 1120 4200 00 000000 0000	6.36
AMAZON.COM	7584457955	Office Supplies	10E001 2520 4100 00 000000 0000	30.47
AMAZON.COM	8766749957	Office Supplies	10E001 2520 4100 00 000000 0000	6.18
AMAZON.COM	4457754374	Office Supplies	10E001 2520 4100 00 000000 0000	93.90
AMAZON.COM	6475756836	Office Supplies	10E001 2520 4100 00 000000 0000	11.78
AMAZON.COM	7375386483	iPad case for student	10E001 1200 4100 00 462000 0000	23.34
AMAZON.COM	8995844795	Lily Lake Supplies	10E005 2410 4100 00 000000 0000	94.87
AMAZON.COM	1482208903	Library Books	10E005 2220 4300 00 000000 0000	8.97
AMAZON.COM	9838354873	Classroom Supplies	10E008 1110 4100 00 000000 0000	92.80
AMAZON.COM	6347993446	Supplies	10E004 1110 4100 00 000000 0000	151.50
AMAZON.COM	4595739339	Supplies	10E004 1110 4100 00 000000 0000	104.69
AMAZON.COM	5675397367	Teacher Supplies	10E004 1110 4100 00 000000 0000	80.70
AMAZON.COM	6579354875	Teacher supplies	10E004 1110 4100 00 000000 0000	51.92
AMAZON.COM	4475968967	Classroom supplies	10E004 1110 4100 00 000000 0000	37.13
			Totals for AMAZON.COM	808.27
AMERICAN TAXI DISPAT	171221	Taxi Service	40E001 2550 3310 00 000000 0000	276.25
AMERICAN TAXI DISPAT	180118	Taxi Transportation	40E001 2550 3310 00 000000 0000	1,011.25
			Totals for AMERICAN TAXI DISPATCH, INC	1,287.50
BARAK BUSINESS SERVI	76685	Barista aprons	10E001 2560 4900 00 000000 0000	312.45
			Totals for BARAK BUSINESS SERVICES	312.45
BENDER, AMY	Tuition 01	Tuition Reimbursement LIT 785, LIT 790	10E011 1120 2300 00 000000 0000	800.00
			Totals for BENDER, AMY	800.00
BIG SIGNS.COM INC	4291	PKMS Athletic Banner	10E011 1500 4100 00 000000 0000	325.00
			Totals for BIG SIGNS.COM INC	325.00
BLICK ART MATERIALS	8701108	Art supplies	10E002 1130 4100 00 000000 0000	110.64
BLICK ART MATERIALS	8728557	Art supplies	10E002 1130 4100 00 000000 0000	6.95
BLICK ART MATERIALS	8692481	Art supplies	10E002 1130 4100 00 000000 0000	23.00
BLICK ART MATERIALS	8683749	Art supplies	10E002 1130 4100 00 000000 0000	112.05
BLICK ART MATERIALS	6622445a	Credit-Art supplies	10E002 1130 4100 00 000000 0000	-3.52
			Totals for BLICK ART MATERIALS	249.12
BOOKSOURCE	703670	Books in Spanish for Library	10E001 2210 4100 00 430000 0000	1,190.39

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BOOKSOURCE	703940	Books in Spanish for Library	10E001 2210 4100 00 430000 0000	686.26
BOOKSOURCE	703660	Books in Spanish for Library	10E001 2210 4100 00 430000 0000	1,173.00
BOOKSOURCE	708098	Books in Spanish for Library	10E001 2210 4100 00 430000 0000	71.92
BOOKSOURCE	708336	Books in Spanish for Library	10E001 2210 4100 00 430000 0000	78.60
BOOKSOURCE	708338	Books in Spanish for Library	10E001 2210 4100 00 430000 0000	83.09
			Totals for BOOKSOURCE	3,283.26
BRANNSTROM, DAVID	Jan 2018	January mileage	10E001 2212 3320 00 000000 0000	108.19
			Totals for BRANNSTROM, DAVID	108.19
BRIERLEY, BRITTANY	Dec 25	Reimb for ASHA Dues and IDFPR License Renewal	10E001 2150 6400 00 000000 0000	355.35
BRIERLEY, BRITTANY	Jan 29	Reimburse for a speech report from Communication Maxtrix	10E001 2150 4100 00 000000 0000	6.00
			Totals for BRIERLEY, BRITTANY	361.35
BROWN, ANDREW	Jan 2018	PKMS Athletics Travel Reimb	10E011 1500 3320 00 000000 0000	40.33
			Totals for BROWN, ANDREW	40.33
BSN SPORTS, INC	900844670	PKMS Athletic Supplies	10E011 1500 4100 00 000000 0000	142.81
BSN SPORTS, INC	901007193	PKMS Athletic Supplies	10E011 1500 4100 00 000000 0000	1,094.10
BSN SPORTS, INC	901369945	Shirts	10E001 2660 4100 00 000000 0000	549.86
BSN SPORTS, INC	901484656	Bowling Shirts	10E002 1500 4110 00 000000 0000	95.00
BSN SPORTS, INC	901017265	B & G Staff Uniform Order	20E002 2540 4110 00 000000 0000	2,174.32
BSN SPORTS, INC	901376856	Athletic Uniforms	10E011 1500 4110 00 000000 0000	391.60
BSN SPORTS, INC	901376856	Athletic Uniforms	10E003 1500 4110 00 000000 0000	391.59
BSN SPORTS, INC	901556333	Baseball Net & Frame	10E002 1500 4100 00 000000 0000	995.40
			Totals for BSN SPORTS, INC	5,834.68
BUCK BROS, INC	162061	Grounds Equipment Repair Parts	20E001 2540 4120 00 000000 0000	1,372.69
BUCK BROS, INC	162266	Grounds Equipment Repair Parts	20E001 2540 4120 00 000000 0000	116.82
			Totals for BUCK BROS, INC	1,489.51
CALL ONE	1128937 01	Phones	20E001 2540 3400 00 000000 0000	1,823.65
CALL ONE	1210927-11	Phones 3/1/2018	20E001 2540 3400 00 000000 0000	1,823.88
			Totals for CALL ONE	3,647.53
CAMPBELL, JENNIFER	Jan 2018	Mileage Reimb for January 2018	10E001 2140 3320 00 000000 0000	13.79
			Totals for CAMPBELL, JENNIFER	13.79
CARDIO PARTNERS INC	619682	AED Accessories	10E002 2410 4100 00 000000 0000	449.00
CARDIO PARTNERS INC	621485	AED supplies	10E003 1120 4250 00 000000 0000	110.00
CARDIO PARTNERS INC	621485	AED supplies	10E005 1110 4250 00 000000 0000	55.00
CARDIO PARTNERS INC	621485	AED supplies	10E010 1110 4250 00 000000 0000	55.00
CARDIO PARTNERS INC	621485	AED supplies	10E011 1120 4250 00 000000 0000	338.00
			Totals for CARDIO PARTNERS INC	1,007.00
CARDMEMBER SERVICE	7577 02-18	E. Mongan-Curriculum Expense	10E001 2520 3100 00 000000 0000	503.15
CARDMEMBER SERVICE	7577 02-18	E. Mongan-Curriculum Expense	10E001 2212 4100 00 000000 0000	497.11
CARDMEMBER SERVICE	7577 02-18	E. Mongan-Curriculum Expense	10E001 2320 6400 00 000000 0000	100.00
CARDMEMBER SERVICE	7577 02-18	E. Mongan-Curriculum Expense	10E001 2320 6400 00 000000 0000	20.00
CARDMEMBER SERVICE	7577 02-18	E. Mongan-Curriculum Expense	10E001 2520 3100 00 000000 0000	182.80
CARDMEMBER SERVICE	7577 02-18	E. Mongan-Curriculum Expense	10E001 2520 3100 00 000000 0000	6.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CARDMEMBER SERVICE	7577 02-18	T. Stirn-Administrative Expenses	10E001 2310 4100 00 000000 0000	34.19
CARDMEMBER SERVICE	7577 02-18	T. Stirn-Administrative Expenses	10E001 2310 4100 00 000000 0000	85.46
CARDMEMBER SERVICE	7577 02-18	T. Stirn-Administrative Expenses	10E001 2310 4100 00 000000 0000	40.00
CARDMEMBER SERVICE	7577 02-18	T. Stirn-Administrative Expenses	10E001 2320 6400 00 000000 0000	150.00
CARDMEMBER SERVICE	7577 02-18	T. Stirn-Administrative Expenses	10E001 2320 4100 00 000000 0000	22.70
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	59.74
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	169.57
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	120.00
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	2.62
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	84.95
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	6.45
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	21.97
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	39.96
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	219.00
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 1200 4100 00 462000 0000	299.99
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 3160 00 000000 0000	367.20
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	8.28
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	49.99
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	71.99
CARDMEMBER SERVICE	7577 02-18	B. Tobin-Tech Expenses	10E001 2660 4100 00 000000 0000	-43.58
			Totals for CARDMEMBER SERVICE	3,119.54
CARDUNAL OFFICE SUPP	596700-0	Keyboard tray	10E001 2520 4100 00 000000 0000	133.84
CARDUNAL OFFICE SUPP	596821-0	Chair Mats	10E001 2520 4100 00 000000 0000	251.25
CARDUNAL OFFICE SUPP	598458-0	Office Supplies	10E001 2320 4100 00 000000 0000	31.28
CARDUNAL OFFICE SUPP	598573-0	Office Supplies	10E001 2520 4100 00 000000 0000	65.81
CARDUNAL OFFICE SUPP	598253-0	CHS Office supplies	10E002 2410 4100 00 000000 0000	58.31
CARDUNAL OFFICE SUPP	598338-0	Office Supplies	10E002 1500 4100 00 000000 0000	400.60
CARDUNAL OFFICE SUPP	598338-1	Office Supplies	10E002 1500 4100 00 000000 0000	88.18
CARDUNAL OFFICE SUPP	598587-0	Office Supplies	10E002 1500 4100 00 000000 0000	29.99
CARDUNAL OFFICE SUPP	598882-0	Binders	10E001 2520 4100 00 000000 0000	13.11
CARDUNAL OFFICE SUPP	596076-1	File cabinets	10E001 2520 4100 00 000000 0000	877.20
CARDUNAL OFFICE SUPP	596077-1	File cabinets	10E001 2520 4100 00 000000 0000	584.80
CARDUNAL OFFICE SUPP	597805-0	File cabinets	10E001 2520 4100 00 000000 0000	292.40
CARDUNAL OFFICE SUPP	598668-0	Misc Supplies	10E002 1500 4100 00 000000 0000	106.96
CARDUNAL OFFICE SUPP	598580-0	Office supplies	10E002 2410 4100 00 000000 0000	70.56
CARDUNAL OFFICE SUPP	599150-0	Note Cards	10E001 2320 4100 00 000000 0000	24.42
			Totals for CARDUNAL OFFICE SUPPLY, INC	3,028.71
CARRAGHER, CARLY	Tuition 12	Tuition Reimbursement EDUC 775, 776-reissue ck 66248	10E002 1130 2300 00 000000 0000	800.00
CARRAGHER, CARLY	Tuition 12	Tuition Reimbursement EDUC 778-reissue ck 66248	10E002 1130 2300 00 000000 0000	400.00
			Totals for CARRAGHER, CARLY	1,200.00
CDW GOVERNMENT, INC	KWD5807	Panasonic Indoor Fixed Dome Cam	10E001 2660 4100 00 000000 0000	1,122.14
CDW GOVERNMENT, INC	LCN5933	Credit-Damaged Panasonic Indoor Fixed Dome Cam-Inv# KWD5807	10E001 2660 4100 00 000000 0000	-1,122.14
CDW GOVERNMENT, INC	LFM3041	Central Controller	10E001 2660 4100 00 000000 0000	210.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CDW GOVERNMENT, INC	LDC1767	Network Surveillance Camera	10E001 2660 3160 00 000000 0000	255.00
CDW GOVERNMENT, INC	LFW6933	Return Panasonic i-Pro Smart HD, Inv KXL0324	10E001 2660 4100 00 000000 0000	-1,122.14
CDW GOVERNMENT, INC	LJB0244	APC Smart - UPS X2000VA	10E001 2660 7100 00 000000 0000	1,383.92
CDW GOVERNMENT, INC	LGK4496	Laptop for student	10E001 1200 4100 00 462000 0000	775.00
CDW GOVERNMENT, INC	LJM4340	APC Smart - UPS X2000VA	10E001 2660 7100 00 000000 0000	2,360.56
CDW GOVERNMENT, INC	LMC7917	CyberPower	10E001 2660 4100 00 000000 0000	168.00
CDW GOVERNMENT, INC	LLJ4811	CyberPower	10E001 2660 4100 00 000000 0000	580.00
CDW GOVERNMENT, INC	LNR2780	Logitech USB Headsets H390	10E001 2212 4100 00 000000 0000	725.00
CDW GOVERNMENT, INC	LPG5662	LED TV	10E002 2410 4100 00 000000 0000	459.00
			Totals for CDW GOVERNMENT, INC	5,794.34
CENGAGE LEARNING	62750503	SAM 2013	10E001 1100 4200 00 000000 0000	860.00
			Totals for CENGAGE LEARNING	860.00
CENTRAL DUPAGE HOSPI	Nov-Dec 20	Tutoring services	10E001 1912 6700 00 000000 0000	528.00
CENTRAL DUPAGE HOSPI	Nov-Dec 20	Tutoring services	10E001 1912 6700 00 000000 0000	752.00
			Totals for CENTRAL DUPAGE HOSPITAL	1,280.00
CHG ALTERNATIVE EDUC	1146877	Monthly tuition Dec 2017	10E001 1912 6700 00 000000 0000	2,368.99
CHG ALTERNATIVE EDUC	1156828	Monthly tuition Jan 2018	10E001 1912 6700 00 000000 0000	3,826.83
			Totals for CHG ALTERNATIVE EDUCATION INC	6,195.82
CHILD 1ST PUBLICATIO	3683	Classroom supplies	10E010 1205 4100 00 000000 0000	131.73
			Totals for CHILD 1ST PUBLICATIONS, LLC	131.73
CINTAS CORPORATION #	355500887	Floor Mats	40E001 2550 4100 00 000000 0000	47.56
CINTAS CORPORATION #	355507235	Service Mats	40E001 2550 4100 00 000000 0000	51.47
			Totals for CINTAS CORPORATION #355	99.03
CITY OF ELGIN	17-0002808	Prairie Knolls 2018 Food Handling Permit	10E011 2560 6400 00 000000 0000	600.00
CITY OF ELGIN	330845-423	Water Service - CT	20E001 2540 3700 00 000000 0000	1,030.02
CITY OF ELGIN	330845-395	Water Service - PKMS	20E001 2540 3700 00 000000 0000	1,128.79
			Totals for CITY OF ELGIN	2,758.81
CLIENTFIRST CONSULTI	8444	BEAR Forms	10E001 2660 3190 00 000000 0000	810.00
CLIENTFIRST CONSULTI	8535	470 Filing	10E001 2660 3190 00 000000 0000	660.00
			Totals for CLIENTFIRST CONSULTING GROUP	1,470.00
COEO SOLUTIONS LLC	1008265	Phones	20E001 2540 3400 00 000000 0000	2,292.42
			Totals for COEO SOLUTIONS LLC	2,292.42
COMMUNICATIONS REVOL	T1817088	Communication charges	10E001 2660 3160 00 000000 0000	25.00
			Totals for COMMUNICATIONS REVOLVING FUND	25.00
CONNECTIONS DAY SCHO	24463	Monthly Attendance December	10E001 1912 6700 00 000000 0000	5,129.10
CONNECTIONS DAY SCHO	24555	Monthly Attendance January	10E001 1912 6700 00 000000 0000	5,471.04
			Totals for CONNECTIONS DAY SCHOOL SOUTH	10,600.14
CONSTELLATION NEWENE	2230470	Gas Service for December All Buildings	20E003 2540 4650 00 000000 0000	4,236.89
CONSTELLATION NEWENE	2230470	Gas Service for December All Buildings	20E004 2540 4650 00 000000 0000	3,175.21
CONSTELLATION NEWENE	2230470	Gas Service for December All Buildings	20E005 2540 4650 00 000000 0000	1,732.86

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CONSTELLATION NEWENE	2230470	Gas Service for December All Buildings	20E008 2540 4650 00 000000 0000	4,112.76
CONSTELLATION NEWENE	2230470	Gas Service for December All Buildings	20E010 2540 4650 00 000000 0000	3,303.43
CONSTELLATION NEWENE	2230470	Gas Service for December All Buildings	20E011 2540 4650 00 000000 0000	6,653.81
CONSTELLATION NEWENE	2230470	Gas Service for December All Buildings	40E001 2550 4650 00 000000 0000	393.51
CONSTELLATION NEWENE	2202685	Gas Service All Bldgs	20E001 2540 4650 00 000000 0000	853.84
CONSTELLATION NEWENE	2202685	Gas Service All Bldgs	20E002 2540 4650 00 000000 0000	2,516.40
CONSTELLATION NEWENE	2202685	Gas Service All Bldgs	20E003 2540 4650 00 000000 0000	2,394.54
CONSTELLATION NEWENE	2202685	Gas Service All Bldgs	20E004 2540 4650 00 000000 0000	2,066.75
CONSTELLATION NEWENE	2202685	Gas Service All Bldgs	20E005 2540 4650 00 000000 0000	1,143.21
CONSTELLATION NEWENE	2202685	Gas Service All Bldgs	20E008 2540 4650 00 000000 0000	2,474.59
CONSTELLATION NEWENE	2202685	Gas Service All Bldgs	20E010 2540 4650 00 000000 0000	2,115.41
CONSTELLATION NEWENE	2202685	Gas Service All Bldgs	20E011 2540 4650 00 000000 0000	4,199.44
CONSTELLATION NEWENE	2202685	Gas Service All Bldgs	40E001 2550 4650 00 000000 0000	333.27
CONSTELLATION NEWENE	2230470	Gas Service for December All Buildings	20E001 2540 4650 00 000000 0000	1,168.10
CONSTELLATION NEWENE	2230470	Gas Service for December All Buildings	20E002 2540 4650 00 000000 0000	13,533.72
			Totals for CONSTELLATION NEWENERGY GAS D	56,407.74
CONSTRUCTIVE PLAYTHI	5158076300	Teacher supplies	10E004 1110 4100 00 000000 0000	27.92
			Totals for CONSTRUCTIVE PLAYTHINGS	27.92
CONTINENTAL RESOURCE	91017051	Veeam Backup Renewal	10E001 2660 3160 00 000000 0000	20,272.00
			Totals for CONTINENTAL RESOURCES, INC	20,272.00
CUNA MUTUAL RETIREME	TS08972-24	4th Qtr 2018 Fees	10E001 2310 6400 00 000000 0000	1,025.00
			Totals for CUNA MUTUAL RETIREMENT SOLUTI	1,025.00
CURVATURE LLC	620614	Phone for HBT	10E004 2410 4100 00 000000 0000	192.86
CURVATURE LLC	620893	Footstand Kit	10E001 2660 4100 00 000000 0000	58.53
CURVATURE LLC	619584	Phones	10E001 2660 4100 00 000000 0000	1,012.68
			Totals for CURVATURE LLC	1,264.07
DATAVIDEO CORPORATIO	127081-IN	Power cable	10E002 2410 4100 00 000000 0000	55.00
			Totals for DATAVIDEO CORPORATION	55.00
DAY, LISA	Tuition 12	Tuition Reimbursement EDU 6210	10E008 1110 2300 00 000000 0000	300.00
			Totals for DAY, LISA	300.00
DEMCO, INC	6279062	Library supplies	10E002 2220 4100 00 000000 0000	967.31
			Totals for DEMCO, INC	967.31
DENTE-VALENTINI, RAC	Tuition 12	Tuition Reimbursement EDU 6210	10E008 1110 2300 00 000000 0000	300.00
			Totals for DENTE-VALENTINI, RACHEL	300.00
DESCON	252590	Barista Sign and Menu Boards	10E002 2560 4900 00 000000 0000	1,130.00
DESCON	252590	Barista Sign and Menu Boards	10E002 2560 7100 00 000000 0000	5,375.00
			Totals for DESCON	6,505.00
DETAMBLE, MARLENE	Tuition 12	Tuition Reimbursement EDU	10E008 1110 2300 00 000000 0000	300.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		6210		
			Totals for DETAMBLE, MARLENE	300.00
DIAMOND GRAPHICS	14269	EC Brochures	10E004 2410 4100 00 000000 0000	91.43
			Totals for DIAMOND GRAPHICS	91.43
DIRECT ENERGY BUSINE	1736100332	Electric Service All Bldgs	20E001 2540 4660 00 000000 0000	754.80
DIRECT ENERGY BUSINE	1736100332	Electric Service All Bldgs	20E002 2540 4660 00 000000 0000	13,404.45
DIRECT ENERGY BUSINE	1736100332	Electric Service All Bldgs	20E003 2540 4660 00 000000 0000	4,419.11
DIRECT ENERGY BUSINE	1736100332	Electric Service All Bldgs	20E004 2540 4660 00 000000 0000	5,115.72
DIRECT ENERGY BUSINE	1736100332	Electric Service All Bldgs	20E005 2540 4660 00 000000 0000	1,485.25
DIRECT ENERGY BUSINE	1736100332	Electric Service All Bldgs	20E008 2540 4660 00 000000 0000	7,934.14
DIRECT ENERGY BUSINE	1736100332	Electric Service All Bldgs	20E010 2540 4660 00 000000 0000	6,615.30
DIRECT ENERGY BUSINE	1736100332	Electric Service All Bldgs	20E011 2540 4660 00 000000 0000	13,009.66
			Totals for DIRECT ENERGY BUSINESS	52,738.43
DUPAGE FEDERATION ON	3913	ELL Interpreting & Translation	10E001 1800 3190 00 000000 0000	875.92
DUPAGE FEDERATION ON	3956	ELL Translation December 2017	10E001 1800 3190 00 000000 0000	428.71
			Totals for DUPAGE FEDERATION ON HUMAN	1,304.63
ECOWATER/DEKALB BOTT	10025 01-1	Water Delivery Service	10E002 1500 4900 00 000000 0000	6.93
ECOWATER/DEKALB BOTT	10025 02-1	Bottle Water Delivery	10E002 1500 4900 00 000000 0000	3.78
			Totals for ECOWATER/DEKALB BOTTLED WATER	10.71
EDER, CASELLA & CO	22134	Accounting Services Dec	10E001 2310 3170 00 000000 0000	350.00
			Totals for EDER, CASELLA & CO	350.00
EDUCATION TECHNOLOGY	18-12203	BOYC+ Annual Subscription (5 Years) 2018 to 2023	10E001 2212 3190 00 000000 0000	65,200.50
			Totals for EDUCATION TECHNOLOGY PARTNERS	65,200.50
EDUCATIONAL MANAGEME	1441	Discipline Hearing Officer	10E001 2310 3180 00 000000 0000	562.50
EDUCATIONAL MANAGEME	1433	Discipline Hearing Officer	10E001 2310 3180 00 000000 0000	825.00
EDUCATIONAL MANAGEME	1442	Hearing Officer	10E001 2310 3180 00 000000 0000	450.00
			Totals for EDUCATIONAL MANAGEMENT CONSUL	1,837.50
ELGIN KEY & LOCK CO	1800082	Maintenance Supplies	20E001 2540 4110 00 000000 0000	98.00
ELGIN KEY & LOCK CO	99167	Electronic Strike Door #13 - PV	20E001 2540 3230 00 000000 0000	511.75
ELGIN KEY & LOCK CO	1800189	Maintenance - Rekey Standard	20E001 2540 4110 00 000000 0000	64.70
ELGIN KEY & LOCK CO	1800176	Maintenance - Rekey Standard, Master Key	20E001 2540 4110 00 000000 0000	426.25
			Totals for ELGIN KEY & LOCK CO INC	1,100.70
ELLEVATION EDUCATION	3460	ELL Ellevation-reissue check 65667	10E001 2210 3000 00 430000 0000	6,500.00
ELLEVATION EDUCATION	3460	ELL Ellevation-reissue check 65667	10E001 2660 3100 00 490900 0000	2,600.00
			Totals for ELLEVATION EDUCATION	9,100.00
ESGI, LLC	17946	Annual Subscription	10E004 1110 4200 00 000000 0000	700.00
ESGI, LLC	17946	Annual Subscription	10E005 1110 4200 00 000000 0000	350.00
ESGI, LLC	17946	Annual Subscription	10E008 1110 4200 00 000000 0000	700.00
ESGI, LLC	17946	Annual Subscription	10E010 1110 4200 00 000000 0000	700.00
			Totals for ESGI, LLC	2,450.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FEDEX	6-031-2004	Shipping Charges	10E002 2410 3410 00 000000 0000	38.40
			Totals for FEDEX	38.40
FEECE OIL COMPANY	3513043	BlueDEF	40E001 2550 4640 00 000000 0000	381.00
FEECE OIL COMPANY	3520555	Regular Fuel, Driver's Ed Dec	10E002 1730 4100 00 000000 0000	117.18
FEECE OIL COMPANY	3520555	Regular Fuel, Driver's Ed Dec	40E001 2550 4640 00 000000 0000	1,298.56
FEECE OIL COMPANY	3520555	Regular Fuel, Driver's Ed Dec	40E001 2550 4900 00 000000 0000	0.70
FEECE OIL COMPANY	3520556	Diesel Fuel	40E001 2550 4640 00 000000 0000	3,674.45
FEECE OIL COMPANY	3520556	Diesel Fuel	40E001 2550 4900 00 000000 0000	1.50
FEECE OIL COMPANY	3521142	Regular Fuel	40E001 2550 4640 00 000000 0000	879.04
FEECE OIL COMPANY	3521142	Regular Fuel	40E001 2550 4900 00 000000 0000	0.41
FEECE OIL COMPANY	3521143	Diesel Fuel	40E001 2550 4640 00 000000 0000	3,062.78
FEECE OIL COMPANY	3521143	Diesel Fuel	40E001 2550 4900 00 000000 0000	1.23
FEECE OIL COMPANY	3523396	Regular Fuel	40E001 2550 4640 00 000000 0000	1,455.40
FEECE OIL COMPANY	3523396	Regular Fuel	40E001 2550 4900 00 000000 0000	0.68
FEECE OIL COMPANY	3523395	Diesel Fuel	40E001 2550 4640 00 000000 0000	4,078.75
FEECE OIL COMPANY	3523395	Diesel Fuel	40E001 2550 4900 00 000000 0000	1.60
FEECE OIL COMPANY	3519332	Diesel Fuel	40E001 2550 4640 00 000000 0000	1,703.37
FEECE OIL COMPANY	3519332	Diesel Fuel	40E001 2550 4900 00 000000 0000	0.70
FEECE OIL COMPANY	3519331	Regular Fuel	40E001 2550 4640 00 000000 0000	994.99
FEECE OIL COMPANY	3519331	Regular Fuel	40E001 2550 4900 00 000000 0000	0.50
FEECE OIL COMPANY	3523972	Regular Fuel	40E001 2550 4640 00 000000 0000	895.55
FEECE OIL COMPANY	3523972	Regular Fuel	40E001 2550 4900 00 000000 0000	0.44
FEECE OIL COMPANY	3523973	Diesel Fuel	40E001 2550 4640 00 000000 0000	3,304.00
FEECE OIL COMPANY	3523973	Diesel Fuel	40E001 2550 4900 00 000000 0000	1.31
FEECE OIL COMPANY	3524784	Diesel Fuel	40E001 2550 4640 00 000000 0000	4,029.06
FEECE OIL COMPANY	3524784	Diesel Fuel	40E001 2550 4900 00 000000 0000	1.59
FEECE OIL COMPANY	3524783	Regular Fuel	40E001 2550 4640 00 000000 0000	1,991.20
FEECE OIL COMPANY	3524783	Regular Fuel	40E001 2550 4900 00 000000 0000	0.95
FEECE OIL COMPANY	3525746	Diesel Fuel	40E001 2550 4640 00 000000 0000	3,610.38
FEECE OIL COMPANY	3525746	Diesel Fuel	40E001 2550 4900 00 000000 0000	1.40
FEECE OIL COMPANY	3525745	Regular Fuel	40E001 2550 4640 00 000000 0000	1,439.81
FEECE OIL COMPANY	3525745	Regular Fuel	40E001 2550 4900 00 000000 0000	0.70
FEECE OIL COMPANY	3525268	BlueDEF	40E001 2550 4640 00 000000 0000	361.95
FEECE OIL COMPANY	3525393	Diesel Fuel	40E001 2550 4640 00 000000 0000	3,411.64
FEECE OIL COMPANY	3525393	Diesel Fuel	40E001 2550 4900 00 000000 0000	1.34
FEECE OIL COMPANY	3525392	Regular Fuel, Drivers Ed January	10E002 1730 4100 00 000000 0000	137.55
FEECE OIL COMPANY	3525392	Regular Fuel, Drivers Ed January	40E001 2550 4640 00 000000 0000	1,428.47
FEECE OIL COMPANY	3525392	Regular Fuel, Drivers Ed January	40E001 2550 4900 00 000000 0000	0.76
FEECE OIL COMPANY	3526466	Regular Fuel	40E001 2550 4640 00 000000 0000	1,460.20
FEECE OIL COMPANY	3526466	Regular Fuel	40E001 2550 4900 00 000000 0000	0.70
FEECE OIL COMPANY	3526467	Diesel Fuel	40E001 2550 4640 00 000000 0000	3,877.52
FEECE OIL COMPANY	3526467	Diesel Fuel	40E001 2550 4900 00 000000 0000	1.52
			Totals for FEECE OIL COMPANY	43,610.88
FOLLETT SCHOOL SOLUT	767736-5	Library Books	10E004 2220 4100 00 000000 0000	1,372.81
FOLLETT SCHOOL SOLUT	767754-3	Library books	10E004 1110 4900 00 000000 0000	318.98
FOLLETT SCHOOL SOLUT	2215986A	Textbooks	10E002 1130 4200 00 000000 0000	13.91
FOLLETT SCHOOL SOLUT	758570-0	Library Books	10E008 2220 4300 00 000000 0000	448.05
			Totals for FOLLETT SCHOOL SOLUTIONS, INC	2,153.75
FOX RIVER FOODS, INC	3719947	Non-Food	10E002 2560 4900 00 000000 0000	139.55

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FOX RIVER FOODS, INC	3719946	Non-Food	10E002 2560 4900 00 000000 0000	173.21
FOX RIVER FOODS, INC	3719948	Food	10E002 2560 4100 00 000000 0000	4,180.33
FOX RIVER FOODS, INC	3707011	Food/Boosters	10E002 2560 4100 00 000000 0000	43.49
FOX RIVER FOODS, INC	3696261	Food	10E002 2560 4100 00 000000 0000	271.89
FOX RIVER FOODS, INC	3725497	Coffee Bar Supplies	10E002 2560 4100 00 000000 0000	80.18
FOX RIVER FOODS, INC	3720002	Credit/Food	10E002 2560 4100 00 000000 0000	-18.51
FOX RIVER FOODS, INC	3725499	Food	10E002 2560 4100 00 000000 0000	857.49
FOX RIVER FOODS, INC	3725498	Non-Food	10E002 2560 4900 00 000000 0000	173.93
FOX RIVER FOODS, INC	3725884	Credit/Food	10E002 2560 4100 00 000000 0000	-19.15
FOX RIVER FOODS, INC	3729963	Food	10E002 2560 4100 00 000000 0000	3,027.10
FOX RIVER FOODS, INC	3730731	Coffee Bar Supplies	10E002 2560 4900 00 000000 0000	63.05
FOX RIVER FOODS, INC	3729964	Non-Food	10E002 2560 4900 00 000000 0000	208.70
FOX RIVER FOODS, INC	3740962	Food	10E002 2560 4100 00 000000 0000	4,188.72
FOX RIVER FOODS, INC	3740953	Non-Food	10E002 2560 4900 00 000000 0000	295.75
FOX RIVER FOODS, INC	3736237	Non-Food	10E002 2560 4900 00 000000 0000	61.18
FOX RIVER FOODS, INC	3736238	Food	10E002 2560 4100 00 000000 0000	83.11
FOX RIVER FOODS, INC	3736015	Food	10E002 2560 4100 00 000000 0000	-13.71
FOX RIVER FOODS, INC	3735336	Food	10E002 2560 4100 00 000000 0000	3,612.32
FOX RIVER FOODS, INC	3735338	Non-Food	10E002 2560 4900 00 000000 0000	318.46
FOX RIVER FOODS, INC	3719959	Non-Food	10E010 2560 4100 00 000000 0000	36.20
FOX RIVER FOODS, INC	3719958	Food	10E010 2560 4100 00 000000 0000	907.87
FOX RIVER FOODS, INC	3726356	Non-Food	10E010 2560 4900 00 000000 0000	16.10
FOX RIVER FOODS, INC	3726355	Food	10E010 2560 4100 00 000000 0000	593.06
FOX RIVER FOODS, INC	3729973	Food	10E010 2560 4100 00 000000 0000	551.57
FOX RIVER FOODS, INC	3735359	Food	10E010 2560 4100 00 000000 0000	631.76
FOX RIVER FOODS, INC	3735357	Non-Food	10E010 2560 4900 00 000000 0000	44.41
FOX RIVER FOODS, INC	3719956	Food	10E011 2560 4100 00 000000 0000	2,874.16
FOX RIVER FOODS, INC	3719957	Non-Food	10E011 2560 4900 00 000000 0000	262.00
FOX RIVER FOODS, INC	111717	Credit/Food Show	10E011 2560 4100 00 000000 0000	-27.00
FOX RIVER FOODS, INC	3729972	Non-Food	10E011 2560 4900 00 000000 0000	117.94
FOX RIVER FOODS, INC	3729971	Food	10E011 2560 4100 00 000000 0000	2,264.88
FOX RIVER FOODS, INC	3730067	Food	10E011 2560 4100 00 000000 0000	-31.68
FOX RIVER FOODS, INC	3735350	Non-Food	10E011 2560 4900 00 000000 0000	327.51
FOX RIVER FOODS, INC	3735354	Food	10E011 2560 4100 00 000000 0000	1,745.40
FOX RIVER FOODS, INC	3719952	Non-Food	10E003 2560 4900 00 000000 0000	178.39
FOX RIVER FOODS, INC	3719951	Food	10E003 2560 4100 00 000000 0000	1,473.35
FOX RIVER FOODS, INC	3725496	Food	10E003 2560 4100 00 000000 0000	1,216.29
FOX RIVER FOODS, INC	3729967	Non-Food	10E003 2560 4900 00 000000 0000	181.60
FOX RIVER FOODS, INC	3729966	Food	10E003 2560 4100 00 000000 0000	1,141.17
FOX RIVER FOODS, INC	3735346	Non-Food	10E003 2560 4900 00 000000 0000	40.28
FOX RIVER FOODS, INC	3735343	Food	10E003 2560 4100 00 000000 0000	641.83
FOX RIVER FOODS, INC	3719949	Food	10E004 2560 4100 00 000000 0000	1,159.69
FOX RIVER FOODS, INC	3707191	Credit/Food	10E004 2560 4100 00 000000 0000	-48.87
FOX RIVER FOODS, INC	3719950	Non-Food	10E004 2560 4900 00 000000 0000	215.07
FOX RIVER FOODS, INC	3707023	HBT Food Items	10E004 2410 4100 00 000000 0000	92.22
FOX RIVER FOODS, INC	3726350	Food	10E004 2560 4100 00 000000 0000	695.12
FOX RIVER FOODS, INC	3726351	Non-Food	10E004 2560 4900 00 000000 0000	64.34
FOX RIVER FOODS, INC	3729965	Food	10E004 2560 4100 00 000000 0000	663.13
FOX RIVER FOODS, INC	3736236	Food	10E004 2560 4100 00 000000 0000	156.50
FOX RIVER FOODS, INC	3735342	Food	10E004 2560 4100 00 000000 0000	527.81
FOX RIVER FOODS, INC	3735339	Food	10E004 2560 4100 00 000000 0000	168.90
FOX RIVER FOODS, INC	3735340	Non-Food	10E004 2560 4900 00 000000 0000	133.78
FOX RIVER FOODS, INC	3719945	Food	10E005 2560 4100 00 000000 0000	593.90
FOX RIVER FOODS, INC	3720001	Credit/Food	10E005 2560 4100 00 000000 0000	-22.05
FOX RIVER FOODS, INC	3726660	Food	10E005 2560 4100 00 000000 0000	471.43
FOX RIVER FOODS, INC	3726662	Non-Food	10E005 2560 4900 00 000000 0000	226.70

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FOX RIVER FOODS, INC	3729962	Food	10E005 2560 4100 00 000000 0000	632.66
FOX RIVER FOODS, INC	3735333	Food	10E005 2560 4100 00 000000 0000	263.62
FOX RIVER FOODS, INC	3719955	Food	10E008 2560 4100 00 000000 0000	1,225.79
FOX RIVER FOODS, INC	3719954	Non-Food	10E008 2560 4900 00 000000 0000	151.94
FOX RIVER FOODS, INC	3719953	Food	10E008 2560 4100 00 000000 0000	73.50
FOX RIVER FOODS, INC	3707192	Credit/Food	10E008 2560 4100 00 000000 0000	-8.90
FOX RIVER FOODS, INC	3726353	Food	10E008 2560 4100 00 000000 0000	468.91
FOX RIVER FOODS, INC	3726354	Non-Food	10E008 2560 4900 00 000000 0000	118.06
FOX RIVER FOODS, INC	3729969	Food	10E008 2560 4100 00 000000 0000	1,088.37
FOX RIVER FOODS, INC	3729968	Non-Food	10E008 2560 4900 00 000000 0000	172.29
FOX RIVER FOODS, INC	3729970	Food	10E008 2560 4100 00 000000 0000	186.55
FOX RIVER FOODS, INC	3735347	Non-Food	10E008 2560 4900 00 000000 0000	32.20
FOX RIVER FOODS, INC	3735348	Food	10E008 2560 4100 00 000000 0000	714.31
			Totals for FOX RIVER FOODS, INC	43,131.15
FOX VALLEY CAREER CE	Aug 17	FVCC Tuition Semester 1- 40%	10E001 4240 6700 00 000000 0000	31,666.27
FOX VALLEY CAREER CE	Feb 2	FVCC Tuition Semester 2-40%	10E001 4240 6700 00 000000 0000	30,434.42
			Totals for FOX VALLEY CAREER CENTER	62,100.69
FOX VALLEY FIRE & SA	IN00140549	Ansul Inspections CHS	20E001 2540 3100 00 000000 0000	149.50
FOX VALLEY FIRE & SA	IN00140548	Ansul Inspections CMS	20E001 2540 3100 00 000000 0000	114.50
FOX VALLEY FIRE & SA	IN00140546	Ansul Inspections HBT	20E001 2540 3100 00 000000 0000	79.50
FOX VALLEY FIRE & SA	IN00140547	Ansul Inspections LL	20E001 2540 3100 00 000000 0000	95.50
FOX VALLEY FIRE & SA	IN00140544	Ansul Inspections PKMS	20E001 2540 3100 00 000000 0000	131.50
FOX VALLEY FIRE & SA	IN00140545	Ansul Inspections PV	20E001 2540 3100 00 000000 0000	79.50
FOX VALLEY FIRE & SA	IN00141690	HBT Fire Alarm Service Call	20E001 2540 3230 00 000000 0000	573.00
FOX VALLEY FIRE & SA	IN00144916	Fire Alarm Service Call for CHS	20E001 2540 3230 00 000000 0000	402.00
FOX VALLEY FIRE & SA	IN00146394	Ansul Replacement Fusible Link CT	20E001 2540 3230 00 000000 0000	114.50
			Totals for FOX VALLEY FIRE & SAFETY CO	1,739.50
FULL COMPASS SYSTEMS	INC0055593	Sound Equipment cable	10E008 2410 7100 00 000000 0000	14.00
FULL COMPASS SYSTEMS	INC0056159	Sound Equipment	10E008 2410 7100 00 000000 0000	645.00
			Totals for FULL COMPASS SYSTEMS LTD	659.00
GET FRESH PRODUCE IN	2735691	Produce	10E004 2560 4100 00 000000 0000	247.20
GET FRESH PRODUCE IN	2745157	Produce	10E011 2560 4100 00 000000 0000	131.66
GET FRESH PRODUCE IN	2735782	Produce	10E008 2560 4100 00 000000 0000	266.25
GET FRESH PRODUCE IN	2751508	Produce	10E011 2560 4100 00 000000 0000	147.25
GET FRESH PRODUCE IN	2751538	Produce	10E008 2560 4100 00 000000 0000	190.88
GET FRESH PRODUCE IN	2753266	Produce	10E010 2560 4100 00 000000 0000	152.14
GET FRESH PRODUCE IN	2752221	Produce	10E004 2560 4100 00 000000 0000	49.24
GET FRESH PRODUCE IN	2758545	Produce	10E008 2560 4100 00 000000 0000	205.86
GET FRESH PRODUCE IN	2758534	Produce	10E011 2560 4100 00 000000 0000	65.55
GET FRESH PRODUCE IN	2771534	Produce	10E008 2560 4100 00 000000 0000	198.13
GET FRESH PRODUCE IN	2773195	Produce	10E011 2560 4100 00 000000 0000	61.38
GET FRESH PRODUCE IN	2773494	Produce	10E010 2560 4100 00 000000 0000	76.75
GET FRESH PRODUCE IN	2766997	Produce	10E011 2560 4100 00 000000 0000	96.50
GET FRESH PRODUCE IN	2765938	Produce	10E004 2560 4100 00 000000 0000	42.67
			Totals for GET FRESH PRODUCE INC	1,931.46
GOODE, CAITLIN	Tuition 01	Tuition Reimbursement EDU 6565, EDU 6595	10E010 1110 2300 00 000000 0000	600.00
			Totals for GOODE, CAITLIN	600.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
GOPHER SPORT	9402294	PKMS Athletic Supplies	10E011 1500 4100 00 000000 0000	628.55
GOPHER SPORT	9410463	PKMS PE Supplies	10E011 1120 4110 00 000000 0000	652.65
			Totals for GOPHER SPORT	1,281.20
GRAINGER	9645958308	LED Flood Light - Bus Garage	40E001 2550 7100 00 000000 0000	655.41
			Totals for GRAINGER	655.41
GREAT LAKES CLAY	75527	CMS Art Supplies	10E003 1120 4100 00 000000 0000	23.00
			Totals for GREAT LAKES CLAY	23.00
GROOT INC	902392	Refuse & Recycle District Wide	20E001 2540 3210 00 000000 0000	1,520.43
GROOT INC	963148	Refuse & Recycle District Wide for 1/1/18 - 1/31/18	20E001 2540 3210 00 000000 0000	1,520.43
			Totals for GROOT INC	3,040.86
GROVE SCHOOL INC	IN00001018	Monthly tuition Dec 2017	10E001 1912 6700 00 000000 0000	8,331.47
GROVE SCHOOL INC	IN00001027	Monthly tuition Jan 2018	10E001 1912 6700 00 000000 0000	12,672.89
			Totals for GROVE SCHOOL INC	21,004.36
GUERRA, HANNAH	Dec 8	Bilingual Conference 12/8/17	10E001 2210 3190 00 490900 0000	189.22
			Totals for GUERRA, HANNAH	189.22
HAMEL, BRODY	Nov 29	PKMS Mileage Reimb for NCJC Meeting and Athletic Dir Meeting	10E011 1500 3320 00 000000 0000	56.10
			Totals for HAMEL, BRODY	56.10
HAMILTON ACADEMY	Dec 2017	Monthly Tuition Dec	10E001 1912 6700 00 000000 0000	2,353.00
			Totals for HAMILTON ACADEMY	2,353.00
HAMPSHIRE AUTO PARTS	476890	Grounds Equipment Parts	20E001 2540 4120 00 000000 0000	13.16
HAMPSHIRE AUTO PARTS	476888	Grounds Equipment Parts	20E001 2540 4120 00 000000 0000	11.09
HAMPSHIRE AUTO PARTS	478771	Parts for Vehicles	20E001 2540 4120 00 000000 0000	133.99
			Totals for HAMPSHIRE AUTO PARTS	158.24
HARING, EMILY	Jan 2018	January Mileage	10E001 2660 3320 00 000000 0000	16.76
			Totals for HARING, EMILY	16.76
HARTMANN, SUSANNA	June 5	Yearbook Refund-check cleared twice	10E011 1120 4900 00 000000 0000	25.00
			Totals for HARTMANN, SUSANNA	25.00
HASTINGS, BRITTANY	Tuition 12	Tuition Reimbursement EDUC 775, EDUC 776	10E004 1110 2300 00 000000 0000	800.00
			Totals for HASTINGS, BRITTANY	800.00
HEINEMANN	6872984	Leveled Literacy Intervention Gold System, level O-T	10E001 1100 4100 00 430000 0000	5,395.50
HEINEMANN	6872989	Leveled Literacy Intervention Gold System, levels O-T	10E001 1100 4100 00 430000 0000	5,395.50
			Totals for HEINEMANN	10,791.00
HENNESSY, JAMIE	Tuition 11	Tuition Reimbursement EDU 6210	10E008 1110 2300 00 000000 0000	300.00
			Totals for HENNESSY, JAMIE	300.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
HINCKLEY SPRING WATE	2448865 12	Water Filtration System	40E001 2550 4100 00 000000 0000	71.03
HINCKLEY SPRING WATE	2448865 01	Water Filtration System	40E001 2550 4100 00 000000 0000	71.03
HINCKLEY SPRING WATE	14870571 0	B & G Bottled Water	20E001 2540 3700 00 000000 0000	36.54
HINCKLEY SPRING WATE	7978396 01	CMS Drinking water	10E003 2410 4100 00 000000 0000	40.39
			Totals for HINCKLEY SPRING WATER COMPANY	218.99
HODGES LOIZZI EISENH	40355	Legal Fees-Dec	80E001 2369 3180 00 000000 0000	10,910.58
			Totals for HODGES LOIZZI EISENHAMMER	10,910.58
HUBERT COMPANY	693117	Non Food	10E004 2560 4900 00 000000 0000	46.86
HUBERT COMPANY	722827	Non-Food	10E002 2560 4900 00 000000 0000	278.77
			Totals for HUBERT COMPANY	325.63
HULSEY, RONALD	Lunch Refu	Refund of lunch fees CHS	10R002 1611 0000 00 000000 0000	43.00
			Totals for HULSEY, RONALD	43.00
ILLINOIS ASBO	281380	Renewal of Illinois ASBO Membership for Dan Polowy	20E001 2540 6400 00 000000 0000	1,170.00
			Totals for ILLINOIS ASBO	1,170.00
ILLINOIS COMPUTING E	645790	ICE Conference Registration for M. Doyle	10E001 2210 6400 00 000000 0000	255.00
ILLINOIS COMPUTING E	979740	ICE Conference Registration for D. Brannstrom	10E001 2210 6400 00 000000 0000	320.00
ILLINOIS COMPUTING E	122679	ICE Conference Registration for K. Paulus	10E001 2210 6400 00 000000 0000	320.00
ILLINOIS COMPUTING E	969088	ICE Conference Registration for L. Herold	10E001 2210 6400 00 000000 0000	320.00
ILLINOIS COMPUTING E	675019	ICE Conference Registration for S. Nemec	10E001 2210 6400 00 000000 0000	320.00
ILLINOIS COMPUTING E	385208	ICE Conference Registration for V. Neil	10E001 2210 6400 00 000000 0000	320.00
ILLINOIS COMPUTING E	450999	ICE Conference Registration for G. Stover	10E001 2210 6400 00 000000 0000	320.00
			Totals for ILLINOIS COMPUTING EDUCATORS	2,175.00
ILLINOIS DEPT OF REV	20180131AD	Collection ID: 2967652	40L000 4810 6090 00 000000 0000	60.24
			Totals for ILLINOIS DEPT OF REVENUE	60.24
ILLINOIS PRINCIPALS	248928	Membership C. Testone	10E002 2410 6400 00 000000 0000	385.00
ILLINOIS PRINCIPALS	234190	Membership Renewal E. Mongan	10E001 2320 6400 00 000000 0000	385.00
			Totals for ILLINOIS PRINCIPALS ASSOCIATI	770.00
IMAGETEC LP	508899	Copiers	10E001 2410 3250 00 000000 0000	4,025.00
			Totals for IMAGETEC LP	4,025.00
IMAGINE LEARNING	INV31528	Imagine Language & literacy student licenses	10E001 2230 3100 00 430000 0000	19,035.00
			Totals for IMAGINE LEARNING	19,035.00
INTEGRATED SYSTEMS C	690389	Skyward Subscription March 2018	10E001 2520 3190 00 000000 0000	828.00
			Totals for INTEGRATED SYSTEMS CORPORATIO	828.00
J & D ENTERPRISES	902241322	Annual Repair, Inspections	20E001 2540 3100 00 000000 0000	5,400.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		for Gym and Outdoor Bleacher System		
			Totals for J & D ENTERPRISES	5,400.00
JAN NOHLING PHOTOGRA	1	Life Skills Banner	10E002 2410 4100 00 000000 0000	125.00
			Totals for JAN NOHLING PHOTOGRAPHY	125.00
JULIE INC	Oct-Dec 20	Julie Locates 10/1/17 to 12/31/17	20E001 2540 3100 00 000000 0000	42.59
			Totals for JULIE INC	42.59
JW PEPPER & SON, INC	11D33053	Vocal classroom supplies	10E002 1130 4100 00 000000 0000	38.24
JW PEPPER & SON, INC	11D29001	Vocal music	10E002 1130 4100 00 000000 0000	48.75
			Totals for JW PEPPER & SON, INC	86.99
K LOG, INC	17-284316-	Whiteboards	10E002 1130 4900 00 000000 0000	985.52
K LOG, INC	17-283600-	Whiteboards	10E002 1130 4900 00 000000 0000	1,958.04
K LOG, INC	17-283600-	Whiteboards	10E002 1130 4900 00 000000 0000	-2,894.05
			Totals for K LOG, INC	49.51
KANE COUNTY DIVISION	20180146	Plato Roadwork permit	60E002 2530 5300 00 000000 0000	3,738.00
			Totals for KANE COUNTY DIVISION OF TRANS	3,738.00
KANE COUNTY HEALTH D	1712-NCW08	Water Sample LL	20E001 2540 3100 00 000000 0000	100.00
			Totals for KANE COUNTY HEALTH DEPARTMENT	100.00
KANE COUNTY REGIONAL	9911	Digital Threat Assesment Tech Workshop-M Vaughn	10E002 2210 6400 00 000000 0000	125.00
			Totals for KANE COUNTY REGIONAL OFFICE O	125.00
KB BILINGUAL SERVICE	Jan 2018	Bilingual Speech Therapy	10E001 4120 3190 00 000000 0000	360.00
			Totals for KB BILINGUAL SERVICES	360.00
KEENY, BETH	Dec 8a	State Bilingual Conference 12/8/2017	10E001 2210 3190 00 490900 0000	165.68
			Totals for KEENY, BETH	165.68
KING, ANNE	Oct-Dec 20	Mileage reimbursement for October-December 2017	10E001 2140 3320 00 000000 0000	42.88
			Totals for KING, ANNE	42.88
KLAPPROTH, ELIZABETH	Oct-Dec 20	Mileage reimbursement	10E001 2140 3320 00 000000 0000	23.49
			Totals for KLAPPROTH, ELIZABETH	23.49
KLEWIN, ASHLEY	Tuition 12	Tuition Reimbursement EDU 6210	10E008 1110 2300 00 000000 0000	300.00
			Totals for KLEWIN, ASHLEY	300.00
KRICK, DIANE	Lunch Refu	CHS Lunch Refund	10R002 1611 0000 00 000000 0000	33.80
			Totals for KRICK, DIANE	33.80
LAKESHORE LEARNING M	2622220118	Classroom supplies	10E004 1110 4100 00 000000 0000	59.72
			Totals for LAKESHORE LEARNING MATERIALS	59.72
LANGE, TRENT	Jan 31	Prof Development reimbursement	10E001 2210 3100 00 462000 0000	99.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for LANGE, TRENT	99.00
LARSON & DARBY GROUP	38144	Professional Services for Phase II for December	60E002 2530 5300 00 000000 0000	18,937.82
			Totals for LARSON & DARBY GROUP	18,937.82
LEARNING A-Z	1893108	Additional Licenses for HBT	10E004 1110 4200 00 000000 0000	506.40
			Totals for LEARNING A-Z	506.40
LECTORUM PUBLICATION	787818	Spanish Books for Library	10E001 2210 4100 00 430000 0000	513.15
LECTORUM PUBLICATION	789583	Spanish Books for Library	10E001 2210 4100 00 430000 0000	88.77
			Totals for LECTORUM PUBLICATIONS INC.	601.92
LEISNER, MELISSA	Tuition 01	Tuition Reimbursement LIT 740, LIT 655, LIT 665	10E011 1120 2300 00 000000 0000	800.00
			Totals for LEISNER, MELISSA	800.00
MACGILL DISCOUNT SCH	IN0620459	Nurse supplies	10E005 1110 4250 00 000000 0000	66.28
			Totals for MACGILL DISCOUNT SCHOOL NURSE	66.28
MAINSTAGE THEATRICAL	IN0056498	Drama supplies	10E002 1130 4900 00 000000 0000	375.75
MAINSTAGE THEATRICAL	CM0056503	Drama supplies	10E002 1130 4900 00 000000 0000	-17.66
MAINSTAGE THEATRICAL	IN0056520	Drama supplies	10E002 1130 4900 00 000000 0000	1,220.86
			Totals for MAINSTAGE THEATRICAL SUPPLY,	1,578.95
MARENGO AUTO BODY AN	23699	Windshield Replacement (Bus 30)	40E001 2550 4100 00 000000 0000	125.00
			Totals for MARENGO AUTO BODY AND GLASS	125.00
MARTINEZ, FORTINO	Uniform FY	2017-2018 Work Boot Reimbursement	20E002 2540 4110 00 000000 0000	68.99
MARTINEZ, FORTINO	Uniform FY	2017-2018 Pant Reimbursement	20E002 2540 4110 00 000000 0000	81.01
			Totals for MARTINEZ, FORTINO	150.00
MENARDS, ELGIN	38365	Custodial Supplies	20E001 2540 4100 00 000000 0000	3.99
MENARDS, ELGIN	38362	Custodial Supplies	20E001 2540 4100 00 000000 0000	6.19
MENARDS, ELGIN	38300	Custodial Supplies	20E001 2540 4100 00 000000 0000	10.93
MENARDS, ELGIN	39276	Custodial Supplies	20E001 2540 4100 00 000000 0000	36.11
MENARDS, ELGIN	39101	Grounds Supplies	20E001 2540 4120 00 000000 0000	38.66
MENARDS, ELGIN	39701	Maintenance Supplies	20E001 2540 4110 00 000000 0000	57.76
MENARDS, ELGIN	40110	Custodial Supplies	20E001 2540 4100 00 000000 0000	42.88
MENARDS, ELGIN	40568	Grounds Supplies	20E001 2540 4120 00 000000 0000	28.71
			Totals for MENARDS, ELGIN	225.23
MHS INC	I952929	Online protocols	10E001 2230 3190 00 462000 0000	262.50
MHS INC	I958350	Protocols	10E001 2230 3190 00 462000 0000	467.50
			Totals for MHS INC	730.00
MID VALLEY SP ED COO	123	Mid Valley (SAIL/Field Trips/Work) 08/17-12/17	40E001 2550 3310 00 000000 0000	10,169.58
			Totals for MID VALLEY SP ED COOPERATIVE	10,169.58
MIDWEST COMPUTER PRO	710912	Technology Supplies	10E010 2410 4100 00 000000 0000	114.00
MIDWEST COMPUTER PRO	445238	Mimio Products for CHS	10E001 1100 5400 00 430000 0000	11,142.00
			Totals for MIDWEST COMPUTER PRODUCTS, IN	11,256.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MIDWEST TRANSIT EQUI	RI01039765	Microphone Replacement (Bus 42)	40E001 2550 4100 00 000000 0000	30.41
			Totals for MIDWEST TRANSIT EQUIPMENT, IN	30.41
MUSIC & ARTS CENTER,	INV0095148	PKMS Band Supplies	10E011 1120 4110 00 000000 0000	44.00
MUSIC & ARTS CENTER,	INV0093097	PKMS Band Supplies	10E011 1120 4110 00 000000 0000	40.00
MUSIC & ARTS CENTER,	INV0092537	Band Supplies	10E011 1120 4110 00 000000 0000	49.60
MUSIC & ARTS CENTER,	INV0089755	Band Supplies	10E011 1120 4110 00 000000 0000	200.46
MUSIC & ARTS CENTER,	INV0098323	Instrument repairs	10E002 1130 3230 00 000000 0000	82.07
MUSIC & ARTS CENTER,	INV0099142	Musical instrument repair	10E002 1130 3230 00 000000 0000	208.62
			Totals for MUSIC & ARTS CENTER, INC	624.75
MUSIC THEATRE INTERN	655259	Musical music royalties-Acct #978570	10E002 1130 4900 00 000000 0000	1,334.20
			Totals for MUSIC THEATRE INTERNATIONAL	1,334.20
NATIONAL INVESTIGATI	RI-17-3147	Residency Checks	10E001 2310 3100 00 000000 0000	90.00
NATIONAL INVESTIGATI	RI-17-3148	Residency Checks	10E001 2310 3100 00 000000 0000	150.00
NATIONAL INVESTIGATI	RI-17-3149	Residency Checks	10E001 2310 3100 00 000000 0000	180.00
NATIONAL INVESTIGATI	RI-17-3150	Residency Checks	10E001 2310 3100 00 000000 0000	90.00
NATIONAL INVESTIGATI	RI-17-3151	Residency Checks	10E001 2310 3100 00 000000 0000	90.00
NATIONAL INVESTIGATI	RI-17-3152	Residency Checks	10E001 2310 3100 00 000000 0000	120.00
NATIONAL INVESTIGATI	RI-17-3153	Residency Checks	10E001 2310 3100 00 000000 0000	90.00
NATIONAL INVESTIGATI	RI-17-086	Residency Checks	10E001 2310 3100 00 000000 0000	934.00
			Totals for NATIONAL INVESTIGATIONS, INC	1,744.00
NATIONAL SEED	574926SI	Bulk Rock Salt/Treated Snow Slicer Salt for Grounds	20E001 2540 4120 00 000000 0000	3,396.74
NATIONAL SEED	575128SI	Grounds Bag Ice Melt	20E001 2540 4120 00 000000 0000	3,769.10
			Totals for NATIONAL SEED	7,165.84
NCPERS-IL IMRF	20180112AD	Payroll accrual	10L000 4810 4070 00 000000 0000	8.00
NCPERS-IL IMRF	20180112AD	Payroll accrual	40L000 4810 4070 00 000000 0000	40.00
NCPERS-IL IMRF	20180131AD	Payroll accrual	10L000 4810 4070 00 000000 0000	8.00
NCPERS-IL IMRF	20180131AD	Payroll accrual	40L000 4810 4070 00 000000 0000	40.00
			Totals for NCPERS-IL IMRF	96.00
NCS PEARSON, INC	11488490	Protocol: CELF-5 Screening Test	10E001 2230 3190 00 462000 0000	52.50
NCS PEARSON, INC	11514342	License renewal and Online assessments	10E001 2230 3190 00 462000 0000	1,200.00
			Totals for NCS PEARSON, INC	1,252.50
NELCO	5874489 RI	Check stock, A/P, DO Imprest, CHS Imprest	10E001 2520 4100 00 000000 0000	878.60
			Totals for NELCO	878.60
NEWSBANK	RT542516-1	CMS LMC Newspapers	10E003 1120 4200 00 000000 0000	316.00
			Totals for NEWSBANK	316.00
NICKY'S FOLDERS	P78575	Classroom Supplies	10E011 1120 4110 00 000000 0000	56.16
			Totals for NICKY'S FOLDERS	56.16
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	15,983.16
NIHIP	20180112AD	Payroll accrual	20L000 4810 4010 00 000000 0000	231.64
NIHIP	20180112AD	Payroll accrual	40L000 4810 4010 00 000000 0000	231.64

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,626.71
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	41.31
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	41.31
NIHIP	20180112AD	Payroll accrual	20L000 4810 4010 00 000000 0000	206.55
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	223.58
NIHIP	20180112AD	Payroll accrual	20L000 4810 4010 00 000000 0000	305.57
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,838.16
NIHIP	20180112AD	Payroll accrual	20L000 4810 4010 00 000000 0000	1,141.00
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,093.80
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	450.21
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	280.92
NIHIP	20180112AD	Payroll accrual	20L000 4810 4010 00 000000 0000	556.47
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	139.51
NIHIP	20180112AD	Payroll accrual	20L000 4810 4010 00 000000 0000	116.03
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	402.44
NIHIP	20180112AD	Payroll accrual	20L000 4810 4010 00 000000 0000	402.44
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,409.52
NIHIP	20180112AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,974.90
NIHIP	20180112AD	Payroll accrual	10L000 1120 0010 00 000000 0000	182.25
NIHIP	20180112AD	Payroll accrual	20L000 1120 0010 00 000000 0000	13.50
NIHIP	20180112AD	Payroll accrual	40L000 1120 0010 00 000000 0000	6.75
NIHIP	20180112AD	Payroll accrual	10L000 1120 0010 00 000000 0000	67.50
NIHIP	20180112AD	Payroll accrual	20L000 1120 0010 00 000000 0000	6.25
NIHIP	20180112AD	Payroll accrual	40L000 1120 0010 00 000000 0000	2.50
NIHIP	20180112AD	Payroll accrual	10L000 1120 0010 00 000000 0000	861.25
NIHIP	20180112AD	Payroll accrual	20L000 1120 0010 00 000000 0000	98.60
NIHIP	20180112AD	Payroll accrual	40L000 1120 0010 00 000000 0000	187.35
NIHIP	20180112AD	Payroll accrual	10L000 4810 2240 00 000000 0000	1,001.56
NIHIP	20180112AD	Payroll accrual	20L000 4810 2240 00 000000 0000	102.20
NIHIP	20180112AD	Payroll accrual	40L000 4810 2240 00 000000 0000	10.22
NIHIP	20180112AD	Payroll accrual	10L000 4810 2240 00 000000 0000	377.52
NIHIP	20180112AD	Payroll accrual	20L000 4810 2240 00 000000 0000	47.19
NIHIP	20180112AD	Payroll accrual	40L000 4810 2240 00 000000 0000	7.26
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	75,744.30
NIHIP	20180112AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,621.44
NIHIP	20180112AF	Payroll accrual	40L000 4810 2220 00 000000 0000	1,621.44
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	2,089.45
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	47,858.85
NIHIP	20180112AF	Payroll accrual	20L000 4810 2220 00 000000 0000	354.51
NIHIP	20180112AF	Payroll accrual	40L000 4810 2220 00 000000 0000	354.51
NIHIP	20180112AF	Payroll accrual	40L000 4810 2220 00 000000 0000	354.51
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	626.40
NIHIP	20180112AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,878.58
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	670.74
NIHIP	20180112AF	Payroll accrual	20L000 4810 2220 00 000000 0000	588.75
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	5,514.39
NIHIP	20180112AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,943.75
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	2,500.64
NIHIP	20180112AF	Payroll accrual	20L000 4810 2220 00 000000 0000	3,438.38
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,010.67
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	279.00
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20180112AF	Payroll accrual	20L000 4810 2220 00 000000 0000	901.95
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	139.51
NIHIP	20180112AF	Payroll accrual	20L000 4810 2220 00 000000 0000	588.75
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	275.04

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,228.72
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	825.15
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20180112AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	5,924.80
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,082.80
NIHIP	20180112AF	Payroll accrual	40L000 4810 2220 00 000000 0000	308.28
NIHIP	20180112AF	Payroll accrual	10L000 4810 2220 00 000000 0000	308.28
NIHIP	20180112AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,157.96
NIHIP	20180112AF	Payroll accrual	10L000 4810 2210 00 000000 0000	389.12
NIHIP	20180112AF	Payroll accrual	20L000 4810 2210 00 000000 0000	33.74
NIHIP	20180112AF	Payroll accrual	40L000 4810 2210 00 000000 0000	6.08
NIHIP	20180112AF	Payroll accrual	10L000 4810 2200 00 000000 0000	298.15
NIHIP	20180112AF	Payroll accrual	20L000 4810 2200 00 000000 0000	12.32
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	15,983.16
NIHIP	20180131AD	Payroll accrual	20L000 4810 4010 00 000000 0000	231.64
NIHIP	20180131AD	Payroll accrual	40L000 4810 4010 00 000000 0000	231.64
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,626.71
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	41.31
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	41.31
NIHIP	20180131AD	Payroll accrual	20L000 4810 4010 00 000000 0000	206.55
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	223.58
NIHIP	20180131AD	Payroll accrual	20L000 4810 4010 00 000000 0000	305.57
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,838.16
NIHIP	20180131AD	Payroll accrual	20L000 4810 4010 00 000000 0000	1,141.00
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	2,005.32
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	450.21
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	280.92
NIHIP	20180131AD	Payroll accrual	20L000 4810 4010 00 000000 0000	556.47
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	-139.51
NIHIP	20180131AD	Payroll accrual	20L000 4810 4010 00 000000 0000	116.03
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	402.44
NIHIP	20180131AD	Payroll accrual	20L000 4810 4010 00 000000 0000	402.44
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,409.52
NIHIP	20180131AD	Payroll accrual	10L000 4810 4010 00 000000 0000	1,974.90
NIHIP	20180131AD	Payroll accrual	10L000 1120 0010 00 000000 0000	182.25
NIHIP	20180131AD	Payroll accrual	20L000 1120 0010 00 000000 0000	10.50
NIHIP	20180131AD	Payroll accrual	40L000 1120 0010 00 000000 0000	6.75
NIHIP	20180131AD	Payroll accrual	10L000 1120 0010 00 000000 0000	67.50
NIHIP	20180131AD	Payroll accrual	20L000 1120 0010 00 000000 0000	6.25
NIHIP	20180131AD	Payroll accrual	40L000 1120 0010 00 000000 0000	2.50
NIHIP	20180131AD	Payroll accrual	10L000 1120 0010 00 000000 0000	861.25
NIHIP	20180131AD	Payroll accrual	20L000 1120 0010 00 000000 0000	98.60
NIHIP	20180131AD	Payroll accrual	40L000 1120 0010 00 000000 0000	187.35
NIHIP	20180131AD	Payroll accrual	10L000 4810 2240 00 000000 0000	1,001.56
NIHIP	20180131AD	Payroll accrual	20L000 4810 2240 00 000000 0000	102.20
NIHIP	20180131AD	Payroll accrual	40L000 4810 2240 00 000000 0000	10.22
NIHIP	20180131AD	Payroll accrual	10L000 4810 2240 00 000000 0000	370.26
NIHIP	20180131AD	Payroll accrual	20L000 4810 2240 00 000000 0000	36.30
NIHIP	20180131AD	Payroll accrual	40L000 4810 2240 00 000000 0000	7.26
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	75,744.30
NIHIP	20180131AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,621.44
NIHIP	20180131AF	Payroll accrual	40L000 4810 2220 00 000000 0000	1,621.44
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	2,089.45
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	47,149.83
NIHIP	20180131AF	Payroll accrual	20L000 4810 2220 00 000000 0000	354.51

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NIHIP	20180131AF	Payroll accrual	40L000 4810 2220 00 000000 0000	354.51
NIHIP	20180131AF	Payroll accrual	40L000 4810 2220 00 000000 0000	354.51
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	626.40
NIHIP	20180131AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,878.58
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	670.74
NIHIP	20180131AF	Payroll accrual	20L000 4810 2220 00 000000 0000	588.75
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	5,514.39
NIHIP	20180131AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,943.75
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	2,500.64
NIHIP	20180131AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,500.64
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,557.57
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	279.00
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20180131AF	Payroll accrual	20L000 4810 2220 00 000000 0000	901.95
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	-139.51
NIHIP	20180131AF	Payroll accrual	20L000 4810 2220 00 000000 0000	588.75
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	275.04
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	4,228.72
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	825.15
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20180131AF	Payroll accrual	20L000 4810 2220 00 000000 0000	1,177.50
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	5,924.80
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	3,082.80
NIHIP	20180131AF	Payroll accrual	40L000 4810 2220 00 000000 0000	308.28
NIHIP	20180131AF	Payroll accrual	10L000 4810 2220 00 000000 0000	308.28
NIHIP	20180131AF	Payroll accrual	20L000 4810 2220 00 000000 0000	2,157.96
NIHIP	20180131AF	Payroll accrual	10L000 4810 2210 00 000000 0000	389.12
NIHIP	20180131AF	Payroll accrual	20L000 4810 2210 00 000000 0000	31.46
NIHIP	20180131AF	Payroll accrual	40L000 4810 2210 00 000000 0000	6.08
NIHIP	20180131AF	Payroll accrual	10L000 4810 2200 00 000000 0000	298.15
NIHIP	20180131AF	Payroll accrual	20L000 4810 2200 00 000000 0000	12.32
NIHIP	20180131BD	Payroll accrual	10L000 1120 0010 00 000000 0000	-1.50
NIHIP	20180131BD	Payroll accrual	10L000 1120 0010 00 000000 0000	-1.50
NIHIP	20180131BF	Payroll accrual	10L000 4810 2220 00 000000 0000	-354.51
NIHIP	20180131BF	Payroll accrual	10L000 4810 2210 00 000000 0000	-0.76
NIHIP	20180131CD	Payroll accrual	10L000 1120 0010 00 000000 0000	1.50
NIHIP	20180131CD	Payroll accrual	10L000 1120 0010 00 000000 0000	1.50
NIHIP	20180131CF	Payroll accrual	10L000 4810 2220 00 000000 0000	354.51
NIHIP	20180131CF	Payroll accrual	10L000 4810 2210 00 000000 0000	0.76
NIHIP	February 2	Medical adjust	10E002 1130 2210 00 000000 0000	-59.50
NIHIP	February 2	Medical adjust	10E002 1130 2220 00 000000 0000	-3,170.08
NIHIP	February 2	Medical adjust	20E001 2540 2210 00 000000 0000	2.88
NIHIP	February 2	Medical adjust	20E001 2540 2220 00 000000 0000	313.21
			Totals for NIHIP	410,581.16
NOLAN, SARAH	Nov-Dec 20	Mileage reimbursement	10E001 2140 3320 00 000000 0000	39.75
			Totals for NOLAN, SARAH	39.75
NORMAN, JONATHAN	Uniform FY	2017-2018 Work Boot Reimbursement	20E002 2540 4110 00 000000 0000	99.98
			Totals for NORMAN, JONATHAN	99.98
NORTHWESTERN ILLINOI	180246	FY18 Contractual Service Fees	10E001 4120 3190 00 000000 0000	109,400.37
NORTHWESTERN ILLINOI	180220	Deaf/HH Tuition	10E001 4220 6700 00 462000 0000	10,211.63
			Totals for NORTHWESTERN ILLINOIS ASSOCIA	119,612.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ODONNELL, GEORGIANNE	Lunch Refu	CHS Lunch Refund	10R002 1611 0000 00 000000 0000	10.10
			Totals for ODONNELL, GEORGIANNE	10.10
OFFICE DEPOT	9859764460	Classroom Supplies	10E010 1110 4100 00 000000 0000	59.94
OFFICE DEPOT	9867961520	Nurse Supplies/Workroom Supplies	10E004 1110 4250 00 000000 0000	25.90
OFFICE DEPOT	9867961520	Nurse Supplies/Workroom Supplies	10E004 2410 4100 00 000000 0000	67.59
OFFICE DEPOT	9867961530	Workroom Supplies	10E004 2410 4100 00 000000 0000	64.17
OFFICE DEPOT	9867961510	Workroom Supplies	10E004 2410 4100 00 000000 0000	58.45
OFFICE DEPOT	9867956220	Workroom Supplies	10E004 2410 4100 00 000000 0000	131.80
OFFICE DEPOT	9911581730	PKMS Office Supplies	10E011 2410 4100 00 000000 0000	47.43
OFFICE DEPOT	9911581730	PKMS Office Supplies	10E011 2410 4100 00 000000 0000	40.20
OFFICE DEPOT	9801770840	Classroom Supplies-3K	10E008 1110 4100 00 000000 0000	30.25
OFFICE DEPOT	9950423990	B & G Supplies	20E001 2540 7100 00 000000 0000	911.99
OFFICE DEPOT	9950423320	B & G Supplies	20E001 2540 4100 00 000000 0000	127.79
OFFICE DEPOT	1015004480	Office Supplies	10E005 2410 4900 00 000000 0000	11.97
OFFICE DEPOT	9983010060	EC supplies	10E004 1110 4100 00 000000 0000	251.51
OFFICE DEPOT	9974207390	5th grade classroom supplies	10E004 1110 4100 00 000000 0000	100.25
OFFICE DEPOT	9966504870	Supplies	10E004 1110 4100 00 000000 0000	8.66
OFFICE DEPOT	9966504870	Supplies	10E004 2410 4100 00 000000 0000	21.93
OFFICE DEPOT	9966509330	Supplies	10E004 1110 4100 00 000000 0000	13.40
OFFICE DEPOT	9966509340	Supplies	10E004 1110 4100 00 000000 0000	13.82
OFFICE DEPOT	9962349140	1st grade classroom supplies	10E004 1110 4100 00 000000 0000	42.50
OFFICE DEPOT	9962297860	1st grade classroom supplies	10E004 1110 4100 00 000000 0000	50.97
OFFICE DEPOT	9962297860	1st grade classroom supplies	10E004 1110 4100 00 000000 0000	67.60
OFFICE DEPOT	9983097650	Nurse supplies	10E004 1110 4250 00 000000 0000	135.70
OFFICE DEPOT	9983100540	Nurse supplies	10E004 1110 4250 00 000000 0000	50.28
OFFICE DEPOT	9983100550	Nurse supplies	10E004 1110 4250 00 000000 0000	2.13
OFFICE DEPOT	1013857560	Supplies	10E004 2410 4100 00 000000 0000	168.53
OFFICE DEPOT	1013878000	Labels	10E004 2410 4100 00 000000 0000	4.25
OFFICE DEPOT	1031500470	Office Supplies	10E010 2410 4100 00 000000 0000	93.70
			Totals for OFFICE DEPOT	2,602.71
PAR, INC	880873-1	Protocols	10E001 2230 3190 00 462000 0000	204.60
			Totals for PAR, INC	204.60
PARKS, JILL	Jan 10	Food Safety Certificate	10E003 2560 6400 00 000000 0000	12.95
			Totals for PARKS, JILL	12.95
PARRA, ROBERTO	Jan 2018	January Mileage	10E001 2660 3320 00 000000 0000	48.83
			Totals for PARRA, ROBERTO	48.83
PAULUS, KIMBERLY	Jan 2018	January mileage	10E001 2212 3320 00 000000 0000	102.46
			Totals for PAULUS, KIMBERLY	102.46
PDC LABORATORIES	886264S	CMS Monthly Water Sample	20E001 2540 3100 00 000000 0000	175.50
			Totals for PDC LABORATORIES	175.50
PEARSON EDUCATION	BK 8699991	Words Their Way	10E004 1110 4200 00 000000 0000	27.98
			Totals for PEARSON EDUCATION	27.98
PEERLESS ENTERPRISES	73969	Gate at Lily Lake	20E001 2540 3230 00 000000 0000	1,745.00
			Totals for PEERLESS ENTERPRISES, INC	1,745.00
PENAR, MITCHELL	Nov 17	Reimburse Triple I Expense	10E001 2310 4100 00 000000 0000	144.89

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for PENAR, MITCHELL	144.89
PEPSI COLA GEN BOT I	26729964	Beverages	10E002 1500 6400 00 000000 0000	456.15
PEPSI COLA GEN BOT I	26729962	Beverages	10E002 2560 4100 00 000000 0000	604.12
PEPSI COLA GEN BOT I	95695917	Pepsi Machine	10E010 2410 4900 00 000000 0000	180.30
PEPSI COLA GEN BOT I	95695918	Beverages	10E011 2560 4100 00 000000 0000	486.79
PEPSI COLA GEN BOT I	96786764	Beverages	10E002 2560 4100 00 000000 0000	399.70
PEPSI COLA GEN BOT I	98221453	Beverages	10E011 2560 4100 00 000000 0000	297.98
PEPSI COLA GEN BOT I	97698959	Beverages	10E002 2560 4100 00 000000 0000	298.30
PEPSI COLA GEN BOT I	30821307cr	Credit for Pepsi	10E002 2560 4100 00 000000 0000	-18.46
PEPSI COLA GEN BOT I	28713266cr	Credit for Pepsi	10E002 2560 4100 00 000000 0000	-25.98
PEPSI COLA GEN BOT I	30902008cr	Credit for Pepsi	10E002 2560 4100 00 000000 0000	-31.60
PEPSI COLA GEN BOT I	28067563cr	Credit for Pepsi	10E002 2560 4100 00 000000 0000	-48.62
PEPSI COLA GEN BOT I	20441451cr	Credit for Pepsi	10E002 2560 4100 00 000000 0000	-25.90
PEPSI COLA GEN BOT I	27220010cr	Credit for Pepsi	10E002 2560 4100 00 000000 0000	-67.42
PEPSI COLA GEN BOT I	29590712cr	Credit for Pepsi	10E002 2560 4100 00 000000 0000	-78.10
PEPSI COLA GEN BOT I	28067561cr	Credit for Pepsi	10E003 2560 4100 00 000000 0000	-1.77
PEPSI COLA GEN BOT I	29590713cr	Credit for Pepsi	10E003 2560 4100 00 000000 0000	-1.57
PEPSI COLA GEN BOT I	33248514cr	Credit for Pepsi	10E011 2560 4100 00 000000 0000	-0.19
PEPSI COLA GEN BOT I	70329259cr	Credit for Pepsi	10E011 2560 4100 00 000000 0000	-1.46
PEPSI COLA GEN BOT I	70329261cr	Credit for Pepsi	10E011 2560 4100 00 000000 0000	-5.78
PEPSI COLA GEN BOT I	31417514cr	Credit for Pepsi	10E011 2560 4100 00 000000 0000	-0.87
PEPSI COLA GEN BOT I	30445158cr	Credit for Pepsi	10E011 2560 4100 00 000000 0000	-2.78
PEPSI COLA GEN BOT I	30735862cr	Credit for Pepsi	10E011 2560 4100 00 000000 0000	-2.10
PEPSI COLA GEN BOT I	31459307cr	Credit for Pepsi	10E011 2560 4100 00 000000 0000	-2.60
PEPSI COLA GEN BOT I	34115605cr	Credit for Pepsi	10E008 2410 4900 00 000000 0000	-29.71
PEPSI COLA GEN BOT I	30937756cr	Credit for Pepsi	10E008 2410 4900 00 000000 0000	-15.89
PEPSI COLA GEN BOT I	70329285cr	Credit for Pepsi	10E010 2410 4900 00 000000 0000	-1.44
PEPSI COLA GEN BOT I	33248513cr	Credit from Pepsi	10E010 2410 4900 00 000000 0000	-15.89
PEPSI COLA GEN BOT I	98221454	Beverages	10E011 2410 4900 00 000000 0000	265.96
PEPSI COLA GEN BOT I	31946809cr	Credit for Pepsi	10E011 2410 4900 00 000000 0000	-18.18
PEPSI COLA GEN BOT I	69458262	Pop	10E011 2560 4100 00 000000 0000	178.75
PEPSI COLA GEN BOT I	69336059	Pop	10E002 2560 4100 00 000000 0000	553.22
PEPSI COLA GEN BOT I	69336060	Pop	10E002 1500 4900 00 000000 0000	563.99
PEPSI COLA GEN BOT I	30821309cr	Credit for Pepsi	10E004 2410 4900 00 000000 0000	-11.56
PEPSI COLA GEN BOT I	26729965	Pepsi	10E003 2410 4900 00 000000 0000	198.33
			Totals for PEPSI COLA GEN BOT INC	4,075.72
PIONEER CREDIT RECOV	20180131AD	Account No 13105370	10L000 4810 6090 00 000000 0000	457.22
			Totals for PIONEER CREDIT RECOVERY INC	457.22
PITNEY BOWES GLOBAL	3101864084	Lease #3101864084	10E001 2410 3250 00 000000 0000	102.00
PITNEY BOWES GLOBAL	3101868342	Lease #3101868342	10E001 2410 3250 00 000000 0000	38.00
PITNEY BOWES GLOBAL	3101873266	Postage Meter	10E001 2410 3250 00 000000 0000	180.00
PITNEY BOWES GLOBAL	3101929256	HBT Postage Meter	10E001 2410 3250 00 000000 0000	38.00
PITNEY BOWES GLOBAL	3101929237	CHS Postage Meter	10E001 2410 3250 00 000000 0000	102.00
			Totals for PITNEY BOWES GLOBAL FINANCIAL	460.00
PMA LEASING, INC	413948	Ricoh copiers	10E001 2410 3250 00 000000 0000	2,781.35
PMA LEASING, INC	413947	Ricoh copiers	10E001 2410 3250 00 000000 0000	2,781.35
			Totals for PMA LEASING, INC	5,562.70
PORTO, PAMELA	Sept - Dec	Reimbursement for Mileage Sept - Dec 2017	40E001 2550 3320 00 000000 0000	88.28
			Totals for PORTO, PAMELA	88.28

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
POSITIVE PRINTING, C	67005	Envelopes	10E004 2410 4100 00 000000 0000	361.00
			Totals for POSITIVE PRINTING, CORP	361.00
POSITIVE REFLECTION	003-06-201	Social Media	10E001 2900 3000 00 000000 0000	2,000.00
			Totals for POSITIVE REFLECTION PUBLIC RE	2,000.00
POTSIC, MICHAEL	Jan 2018	Mileage reimbursement for January 2018	10E001 2330 3320 00 000000 0000	141.16
			Totals for POTSIC, MICHAEL	141.16
PRESENCE SAINT JOSEP	3660	Tutoring Services	10E001 1912 6700 00 000000 0000	448.00
			Totals for PRESENCE SAINT JOSEPH HOSPITA	448.00
PSAT-COLLEGE ENTRANC	381868705B	PSAT/NMSQT Fees Fall 2017	10E001 2212 3800 00 000000 0000	3,946.00
PSAT-COLLEGE ENTRANC	391869404A	PSAT 8/9 Fees Fall 2017	10E001 2212 3800 00 000000 0000	5,481.00
			Totals for PSAT-COLLEGE ENTRANCE EXAMINA	9,427.00
RABE, LAURA	Nov 16	Triple I Reimbursement	10E001 2310 4100 00 000000 0000	252.36
			Totals for RABE, LAURA	252.36
RAINBOW RESOURCE CEN	2336838	CMS Student Planners	10E003 2410 4900 00 000000 0000	229.50
			Totals for RAINBOW RESOURCE CENTER	229.50
REALLY GOOD STUFF	6321778	Teacher supplies	10E004 1110 4100 00 000000 0000	124.85
			Totals for REALLY GOOD STUFF	124.85
REBONE, STEPHANIE	Tuition 12	Tuition Reimbursement EDU 6210	10E008 1110 2300 00 000000 0000	300.00
			Totals for REBONE, STEPHANIE	300.00
REED, MEAGAN	Tuition 12	Tuition Reimbursement EDUC 659	10E008 1110 2300 00 000000 0000	300.00
			Totals for REED, MEAGAN	300.00
REYNOLDS, SUSAN	Tuition 12	Tuition Reimbursement EDU 6210	10E008 1110 2300 00 000000 0000	300.00
			Totals for REYNOLDS, SUSAN	300.00
RIDDELL ALL AMERICAN	60339764	PKMS Football Athletic Repairs	10E011 1500 3230 00 000000 0000	2,735.79
			Totals for RIDDELL ALL AMERICAN SPORTS C	2,735.79
RIEKE OFFICE INTERIO	41880	Grommet holes	10E002 2410 4100 00 000000 0000	201.00
			Totals for RIEKE OFFICE INTERIORS	201.00
ROADWAY TOWING & SER	1019669	Safety Lane	40E001 2550 6400 00 000000 0000	410.00
ROADWAY TOWING & SER	1019688	Safety Lane	40E001 2550 6400 00 000000 0000	410.00
ROADWAY TOWING & SER	1019721	Safety Lane	40E001 2550 6400 00 000000 0000	410.00
ROADWAY TOWING & SER	1019746	Safety Lane	40E001 2550 6400 00 000000 0000	410.00
ROADWAY TOWING & SER	1019762	Safety Lane	40E001 2550 6400 00 000000 0000	205.00
			Totals for ROADWAY TOWING & SERVICE, INC	1,845.00
ROBERTS, STEPHANIE	Tuition 12	Tuition Reimbursement EDU 6210	10E008 1110 2300 00 000000 0000	300.00
			Totals for ROBERTS, STEPHANIE	300.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ROCKY MOUNTAIN COMMU	IL1126-12	Fiber and Wireless Installation	10E001 2660 3195 00 000000 0000	157,550.00
ROCKY MOUNTAIN COMMU	IL1126-11	Cable locate	10E001 2660 3195 00 000000 0000	350.00
			Totals for ROCKY MOUNTAIN COMMUNICATION	157,900.00
ROUTE 47 TRANSPORTAT	Jan 2018	Taxi Transportation Jan	40E001 2550 3310 00 000000 0000	2,574.00
ROUTE 47 TRANSPORTAT	Jan 2018a	Taxi Transportation Jan	40E001 2550 3310 00 000000 0000	1,630.20
			Totals for ROUTE 47 TRANSPORTATION SERVI	4,204.20
RT REPAIR	12885	Parts for Grounds Vehicles	20E001 2540 4120 00 000000 0000	203.80
			Totals for RT REPAIR	203.80
SAFETY KLEEN CORP	75885302	Chemical removal	10E002 1130 3190 00 000000 0000	387.20
			Totals for SAFETY KLEEN CORP	387.20
SALTILLO CORPORATION	57285	Communication device	10E001 1200 4100 00 462000 0000	4,450.00
			Totals for SALTILLO CORPORATION	4,450.00
SCHINDLER ELEVATOR C	9170052022	Elevator Maintenance Agreement for CHS, CT and PK	20E001 2540 3100 00 000000 0000	4,849.56
			Totals for SCHINDLER ELEVATOR CORPORATIO	4,849.56
SCHOLASTIC BOOK FAIR	40209140	Library supplies	10E002 2220 4100 00 000000 0000	16.00
SCHOLASTIC BOOK FAIR	40209144	Library supplies	10E002 2220 4100 00 000000 0000	41.00
SCHOLASTIC BOOK FAIR	40209145	Library supplies	10E002 2220 4100 00 000000 0000	28.00
SCHOLASTIC BOOK FAIR	40209139	Library supplies	10E002 2220 4100 00 000000 0000	69.00
SCHOLASTIC BOOK FAIR	40209141	Library supplies	10E002 2220 4100 00 000000 0000	20.00
SCHOLASTIC BOOK FAIR	40209142	Library supplies	10E002 2220 4100 00 000000 0000	15.00
SCHOLASTIC BOOK FAIR	40209143	Library supplies	10E002 2220 4100 00 000000 0000	24.00
SCHOLASTIC BOOK FAIR	40209146	Library supplies	10E002 2220 4100 00 000000 0000	8.00
SCHOLASTIC BOOK FAIR	40209148	Library supplies	10E002 2220 4100 00 000000 0000	17.00
SCHOLASTIC BOOK FAIR	40209149	Library supplies	10E002 2220 4100 00 000000 0000	12.00
SCHOLASTIC BOOK FAIR	40209150	Library supplies	10E002 2220 4100 00 000000 0000	14.00
SCHOLASTIC BOOK FAIR	40209151	Library supplies	10E002 2220 4100 00 000000 0000	20.00
SCHOLASTIC BOOK FAIR	40209152	Library supplies	10E002 2220 4100 00 000000 0000	18.00
SCHOLASTIC BOOK FAIR	40394407	Library supplies	10E002 2220 4100 00 000000 0000	8.00
SCHOLASTIC BOOK FAIR	40394409	Library supplies	10E002 2220 4100 00 000000 0000	22.00
SCHOLASTIC BOOK FAIR	40394410	Library supplies	10E002 2220 4100 00 000000 0000	23.00
SCHOLASTIC BOOK FAIR	40394411	Library supplies	10E002 2220 4100 00 000000 0000	12.00
SCHOLASTIC BOOK FAIR	40394412	Library supplies	10E002 2220 4100 00 000000 0000	186.00
SCHOLASTIC BOOK FAIR	40394413	Library supplies	10E002 2220 4100 00 000000 0000	30.00
SCHOLASTIC BOOK FAIR	40394414	Library supplies	10E002 2220 4100 00 000000 0000	27.00
			Totals for SCHOLASTIC BOOK FAIRS	610.00
SCHOOL HEALTH CORPOR	3392616-00	Nurse supplies	10E004 1110 4250 00 000000 0000	148.05
SCHOOL HEALTH CORPOR	3345107-00	Credit for Medical supplies	10E001 2130 4100 00 000000 0000	-65.70
			Totals for SCHOOL HEALTH CORPORATION	82.35
SCHOOL PAPER EXPRESS	11807	School newspaper	10E002 1130 3190 00 000000 0000	375.00
			Totals for SCHOOL PAPER EXPRESS	375.00
SCHOOL SPECIALTY	2081197726	Art supplies	10E004 1110 4100 00 000000 0000	116.88
SCHOOL SPECIALTY	2081198156	Classroom Supplies	10E004 1110 4100 00 000000 0000	74.55
SCHOOL SPECIALTY	2081186345	Art Room Supplies	10E005 1110 4100 00 000000 0000	25.50
SCHOOL SPECIALTY	2081198381	Laminating film	10E004 1110 4100 00 000000 0000	338.20
			Totals for SCHOOL SPECIALTY	555.13

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SCHULTZ, ASHLEY	Tuition 01	Tuition Reimbursement EDU 6210	10E005 1110 2300 00 000000 0000	300.00
			Totals for SCHULTZ, ASHLEY	300.00
SCHURING & SCHURING	Jan 2018 P	Dairy	10E011 2560 4100 00 000000 0000	767.58
SCHURING & SCHURING	Dec 2017 C	Dairy	10E002 2560 4100 00 000000 0000	667.58
SCHURING & SCHURING	Dec 2017 C	Dairy	10E010 2560 4100 00 000000 0000	985.10
SCHURING & SCHURING	Dec 2017 H	Dairy	10E004 2560 4100 00 000000 0000	935.28
SCHURING & SCHURING	Dec 2017 L	Dairy	10E005 2560 4100 00 000000 0000	365.46
SCHURING & SCHURING	Dec 2017 P	Dairy	10E008 2560 4100 00 000000 0000	996.04
SCHURING & SCHURING	Dec 2017 P	Dairy	10E011 2560 4100 00 000000 0000	567.91
SCHURING & SCHURING	Dec 2017 C	Dairy	10E003 2560 4100 00 000000 0000	406.21
SCHURING & SCHURING	Jan 2018 P	Dairy	10E008 2560 4100 00 000000 0000	1,233.04
SCHURING & SCHURING	Jan 2018 C	Dairy	10E002 2560 4100 00 000000 0000	798.93
SCHURING & SCHURING	Jan 2018 H	Dairy	10E004 2560 4100 00 000000 0000	1,300.07
SCHURING & SCHURING	Jan 2018 L	Dairy	10E005 2560 4100 00 000000 0000	417.78
SCHURING & SCHURING	Jan 2018 C	Dairy	10E010 2560 4100 00 000000 0000	1,128.95
SCHURING & SCHURING	Jan 2018 C	Dairy	10E003 2560 4100 00 000000 0000	499.31
			Totals for SCHURING & SCHURING	11,069.24
SERVICE CONCEPTS, IN	20614	Repair LL warmer	10E005 2560 3230 00 000000 0000	91.91
SERVICE CONCEPTS, IN	20613	Repair CT freezer	10E010 2560 3230 00 000000 0000	164.30
SERVICE CONCEPTS, IN	20612	Repair CHS ovens	10E002 2560 3230 00 000000 0000	316.42
SERVICE CONCEPTS, IN	20554	Plumbing Service Contract	20E001 2540 3100 00 000000 0000	2,200.00
SERVICE CONCEPTS, IN	20553	HVAC Preventative Maintenance Contract	20E001 2540 3100 00 000000 0000	9,166.67
SERVICE CONCEPTS, IN	20641	Repair PK coolers	10E011 2560 3230 00 000000 0000	235.59
SERVICE CONCEPTS, IN	20086	Maintenance Parts	20E001 2540 4110 00 000000 0000	223.34
SERVICE CONCEPTS, IN	20545	Maintenance Parts	20E001 2540 4110 00 000000 0000	356.11
SERVICE CONCEPTS, IN	20546	Maintenance Parts	20E001 2540 4110 00 000000 0000	131.26
SERVICE CONCEPTS, IN	20547	Maintenance Parts	20E001 2540 4110 00 000000 0000	360.00
SERVICE CONCEPTS, IN	20654	Maintenance parts	20E001 2540 4110 00 000000 0000	612.02
SERVICE CONCEPTS, IN	20642	Maintenance Parts	20E001 2540 4110 00 000000 0000	177.86
SERVICE CONCEPTS, IN	20686	Maintenance Parts	20E001 2540 4110 00 000000 0000	152.40
SERVICE CONCEPTS, IN	20710	Maintenance parts	20E001 2540 4110 00 000000 0000	147.76
SERVICE CONCEPTS, IN	20709	HVAC parts	20E001 2540 4110 00 000000 0000	809.84
SERVICE CONCEPTS, IN	20689	Plumbing Maintenance Agreements	20E001 2540 3100 00 000000 0000	2,200.00
SERVICE CONCEPTS, IN	20688	HVAC Maintenance Agreements	20E001 2540 3100 00 000000 0000	9,166.67
SERVICE CONCEPTS, IN	20690	Kitchen service contract	10E001 2560 3230 00 000000 0000	1,833.33
SERVICE CONCEPTS, IN	20711	Repair CMS ice machine	10E003 2560 3230 00 000000 0000	100.32
SERVICE CONCEPTS, IN	20712	Repairs CHS kitchen	10E002 2560 3230 00 000000 0000	740.19
			Totals for SERVICE CONCEPTS, INC	29,185.99
SERVICE SANITATION I	7469708	Servicing of Port-o-Lets Transportation	20E001 2540 3230 00 000000 0000	86.75
SERVICE SANITATION I	7469707	Servicing of Port-o-Lets Mobile Unit	20E001 2540 3230 00 000000 0000	295.00
			Totals for SERVICE SANITATION INC	381.75
SHADEL, VICTORIA	Tuition 11	Tuition Reimbursement EDU 6210	10E008 1110 2300 00 000000 0000	300.00
			Totals for SHADEL, VICTORIA	300.00
SHALES MCNUTT CONSTR	Appl No.9	CHS Phase II Classrooms /	60E002 2530 5300 00 000000 0000	1,148,787.63

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Fieldhouse		
SHALES MCNUTT CONSTR	Appl No. 1	CHS Phase II Classrooms / Fieldhouse	60E002 2530 5300 00 000000 0000	1,083,042.31
			Totals for SHALES MCNUTT CONSTRUCTION	2,231,829.94
SHIFFLER EQUIPMENT S	1800304200	Custodial Parts	20E001 2540 4100 00 000000 0000	179.72
			Totals for SHIFFLER EQUIPMENT SALES, INC	179.72
SHRM-SOCIETY FOR HR	9007394137	Membership Renewal 5/1/18-4/30/19	10E001 2320 6400 00 000000 0000	209.00
			Totals for SHRM-SOCIETY FOR HR MGMT	209.00
SIEGEL, ANNALIESE	Dec 2017	PKMS Dec Travel Reimbursement	10E011 1120 3320 00 000000 0000	2.14
			Totals for SIEGEL, ANNALIESE	2.14
SKILLPATH SEMINARS	11646595	FMLA Seminar	10E001 2210 6400 00 000000 0000	199.00
			Totals for SKILLPATH SEMINARS	199.00
SMITH, KYLE	Jan 2018	January Mileage	10E001 2660 3320 00 000000 0000	47.48
			Totals for SMITH, KYLE	47.48
SOFT WATER CITY, INC	369843	Salt for Water Softener	20E001 2540 4100 00 000000 0000	392.00
SOFT WATER CITY, INC	369842	Salt for Water Softener	20E001 2540 4100 00 000000 0000	392.00
SOFT WATER CITY, INC	369841	Salt for Water Softener	20E001 2540 4100 00 000000 0000	416.50
SOFT WATER CITY, INC	365513	Repair of CHS Softener	20E001 2540 3230 00 000000 0000	7,673.00
			Totals for SOFT WATER CITY, INC	8,873.50
SONITROL CHICAGOLAND	233524	DO Security Services	20E001 2540 3100 00 000000 0000	396.00
SONITROL CHICAGOLAND	233525	HBT Security Services	20E001 2540 3100 00 000000 0000	408.00
SONITROL CHICAGOLAND	233526	PV Security Services	20E001 2540 3100 00 000000 0000	888.00
SONITROL CHICAGOLAND	233527	CT Security Services / Fire Security Services	20E001 2540 3100 00 000000 0000	999.00
			Totals for SONITROL CHICAGOLAND WEST	2,691.00
SOURCE ONE OFFICE PR	425457	Copy Paper	10E008 1110 4160 00 000000 0000	182.97
SOURCE ONE OFFICE PR	425803	Office Supplies	10E008 2410 4100 00 000000 0000	85.69
			Totals for SOURCE ONE OFFICE PRODUCTS	268.66
SQUIRRELS LLC	SD-001377	Reflector Teacher Upgrade	10E001 2660 3160 00 000000 0000	1,701.00
			Totals for SQUIRRELS LLC	1,701.00
STAN'S FINANCIAL SER	334541	Final payment of 3 Leases	10E001 2410 3250 00 000000 0000	3,991.00
STAN'S FINANCIAL SER	334755	Black/White-Color copies	10E001 2410 3250 00 000000 0000	9,768.16
STAN'S FINANCIAL SER	348754201	Copiers 2/11/18	10E001 2410 3250 00 000000 0000	433.00
			Totals for STAN'S FINANCIAL SERVICES, IN	14,192.16
STAN'S OFFICE TECHNO	334453	Staples	10E004 1110 4170 00 000000 0000	162.13
STAN'S OFFICE TECHNO	334434	Staples for copier	10E010 1110 4170 00 000000 0000	75.00
STAN'S OFFICE TECHNO	332401	PKMS Copy Machine Supplies	10E011 1120 4170 00 000000 0000	95.00
STAN'S OFFICE TECHNO	332400	PKMS Copy Machine Supplies	10E011 1120 4170 00 000000 0000	106.65
STAN'S OFFICE TECHNO	332359	PKMS Copy Machine Supplies	10E011 1120 4170 00 000000 0000	66.91
STAN'S OFFICE TECHNO	332355	PKMS Copy Machine Supplies	10E011 1120 4170 00 000000 0000	56.50
STAN'S OFFICE TECHNO	334720	Staples	10E010 1110 4170 00 000000 0000	75.00
STAN'S OFFICE TECHNO	334505	Copier staples	10E002 2410 4100 00 000000 0000	124.77
			Totals for STAN'S OFFICE TECHNOLOGIES	761.96

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
STARK SANITARY SERVI	23009	Pumping of Septic Tanks District Wide	20E001 2540 3230 00 000000 0000	2,700.00
			Totals for STARK SANITARY SERVICE	2,700.00
STATE DISBURSEMENT U	20180131AD	1704300/05F000611	10L000 4810 6100 00 000000 0000	250.00
			Totals for STATE DISBURSEMENT UNIT	250.00
STRACH, BRENDA	Feb 22	Reimbursement for BER Seminar	10E003 2210 6400 00 000000 0000	239.00
			Totals for STRACH, BRENDA	239.00
STREAMWOOD BEHAVIORA	7879	Tutoring	10E001 1912 6700 00 000000 0000	128.00
			Totals for STREAMWOOD BEHAVIORAL HEALTH	128.00
SUMMIT FINANCIAL RES	S204099	Commodities	10E002 2560 4100 00 000000 0000	109.23
SUMMIT FINANCIAL RES	S204098	Commodities	10E003 2560 4100 00 000000 0000	97.09
SUMMIT FINANCIAL RES	S204091	Commodities	10E011 2560 4100 00 000000 0000	121.37
SUMMIT FINANCIAL RES	S204102	Commodities	10E010 2560 4100 00 000000 0000	105.19
SUMMIT FINANCIAL RES	S205252	Commodities	10E011 2560 4100 00 000000 0000	133.51
SUMMIT FINANCIAL RES	S205259	Commodities	10E003 2560 4100 00 000000 0000	137.55
SUMMIT FINANCIAL RES	S205260	Commodities	10E002 2560 4100 00 000000 0000	145.64
SUMMIT FINANCIAL RES	S205263	Commodities	10E010 2560 4100 00 000000 0000	109.23
			Totals for SUMMIT FINANCIAL RESOURCES, L	958.81
SUMMIT SCHOOL, INC	33716	Monthly Tuition Dec	10E001 1912 6700 00 000000 0000	9,281.28
SUMMIT SCHOOL, INC	33743	Monthly Tuition January	10E001 1912 6700 00 000000 0000	9,861.36
			Totals for SUMMIT SCHOOL, INC	19,142.64
SUPPLYWORKS	423883743	Custodial Supplies	20E001 2540 4100 00 000000 0000	124.92
SUPPLYWORKS	423625086	Custodial Supplies	20E001 2540 4100 00 000000 0000	149.22
SUPPLYWORKS	423491844	Custodial Supplies	20E001 2540 4100 00 000000 0000	169.68
SUPPLYWORKS	423883750	Custodial Supplies	20E001 2540 4100 00 000000 0000	189.00
SUPPLYWORKS	423491828	Custodial Supplies	20E001 2540 4100 00 000000 0000	223.92
SUPPLYWORKS	423491836	Custodial Supplies	20E001 2540 4100 00 000000 0000	227.40
SUPPLYWORKS	423562909	Custodial Supplies	20E001 2540 4100 00 000000 0000	339.40
SUPPLYWORKS	423676709	Custodial Supplies	20E001 2540 4100 00 000000 0000	40.95
SUPPLYWORKS	423750066	Custodial Supplies	20E001 2540 4100 00 000000 0000	41.64
SUPPLYWORKS	424756542	Custodial Supplies	20E001 2540 4100 00 000000 0000	63.00
SUPPLYWORKS	424756534	Custodial Supplies	20E001 2540 4100 00 000000 0000	66.20
SUPPLYWORKS	424286714	Custodial Supplies	20E001 2540 4100 00 000000 0000	371.08
SUPPLYWORKS	423750074	Custodial Supplies	20E001 2540 4100 00 000000 0000	445.91
SUPPLYWORKS	424286706	Custodial Supplies	20E001 2540 4100 00 000000 0000	648.80
SUPPLYWORKS	424147577	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,184.95
SUPPLYWORKS	424147569	Custodial Supplies	20E001 2540 4100 00 000000 0000	2,168.00
SUPPLYWORKS	425437076	Custodial Supplies	20E001 2540 4100 00 000000 0000	13.80
SUPPLYWORKS	425437084	Custodial Supplies	20E001 2540 4100 00 000000 0000	13.80
SUPPLYWORKS	425584265	Custodial Supplies	20E001 2540 4100 00 000000 0000	31.56
SUPPLYWORKS	425883956	Custodial Supplies	20E001 2540 4100 00 000000 0000	236.47
SUPPLYWORKS	426690640	Custodial Supplies	20E001 2540 4100 00 000000 0000	30.20
SUPPLYWORKS	426690582	Custodial Supplies	20E001 2540 4100 00 000000 0000	67.88
SUPPLYWORKS	426357786	Custodial Supplies	20E001 2540 4100 00 000000 0000	80.90
SUPPLYWORKS	426690616	Custodial Supplies	20E001 2540 4100 00 000000 0000	111.60
SUPPLYWORKS	426516118	Custodial Supplies	20E001 2540 4100 00 000000 0000	141.35
SUPPLYWORKS	426690608	Custodial Supplies	20E001 2540 4100 00 000000 0000	180.55
SUPPLYWORKS	426516100	Custodial Supplies	20E001 2540 4100 00 000000 0000	192.14
SUPPLYWORKS	426690590	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,559.97
SUPPLYWORKS	426690657	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,679.96

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SUPPLYWORKS	426690624	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,965.22
SUPPLYWORKS	426690665	Custodial Supplies	20E001 2540 4100 00 000000 0000	2,314.88
SUPPLYWORKS	426690632	Custodial Supplies	20E001 2540 4100 00 000000 0000	2,604.90
SUPPLYWORKS	426690574	Custodial Supplies	20E001 2540 4100 00 000000 0000	-17.30
			Totals for SUPPLYWORKS	17,661.95
SYBRANT, ELLEN	Jan 2018	Mileage Reimbursement for January	10E001 2150 3320 00 000000 0000	28.12
			Totals for SYBRANT, ELLEN	28.12
TEACHER SYNERGY LLC	58599444	Classroom supplies	10E004 1110 4100 00 000000 0000	38.99
			Totals for TEACHER SYNERGY LLC	38.99
TEACHER'S DISCOVERY	116290	Spanish supplies	10E002 1130 4100 00 000000 0000	105.06
TEACHER'S DISCOVERY	116893	PKMS Reading Intervention	10E011 1120 4110 00 000000 0000	76.85
			Totals for TEACHER'S DISCOVERY	181.91
TEACHERS COLLEGE PRE	3914032	Publication-Trauma Sensitive Schools	10E001 2210 4100 00 462000 0000	81.03
			Totals for TEACHERS COLLEGE PRESS	81.03
THE GRAPHIC EDGE	1190572	Cheer state T-Shirts	10E002 1500 4910 00 000000 0000	336.16
			Totals for THE GRAPHIC EDGE	336.16
TOP FLIGHT VOLLEYBAL	1	Coach/Ref Lunch Vouchers for Girls Freshman Volleyball Tournament	10E002 1500 3900 00 000000 0000	216.00
			Totals for TOP FLIGHT VOLLEYBALL CLUB	216.00
TROPHIES BY GEORGE	102283	State Soccer Trophy Plate reissue ck 65895	10E002 1500 3120 00 000000 0000	53.50
TROPHIES BY GEORGE	102287	Plaque Plates for Soccer reissue ck 65895	10E002 1500 4100 00 000000 0000	51.25
TROPHIES BY GEORGE	6913-17	Awards for Freshman Volleyball Tournament reissue ck 65895	10E002 1500 4900 00 000000 0000	180.00
TROPHIES BY GEORGE	9372-17	End of Season Golf Awards reissue ck 65895	10E002 1500 4100 00 000000 0000	142.20
			Totals for TROPHIES BY GEORGE	426.95
TRUEMPER & TITINER,	20180131AD	Case No 10 SC 853	40L000 4810 6080 00 000000 0000	50.00
			Totals for TRUEMPER & TITINER, LIMITED	50.00
UCP SEGUIN/INFINITEC	46077	Staff training for HBT	10E001 2210 3100 00 462000 0000	450.00
UCP SEGUIN/INFINITEC	46016	Collaboration for HBT	10E001 2210 3100 00 462000 0000	1,200.00
			Totals for UCP SEGUIN/INFINITEC	1,650.00
UNCHARTED LEARNING N	1819D301-0	INCubatoredu-license and Program Renewal Fee	10E002 1130 7100 00 474500 0000	25,000.00
			Totals for UNCHARTED LEARNING NFP	25,000.00
UPS	R79R80497	UPS Postage-Pearson return	10E010 2410 3410 00 000000 0000	20.68
			Totals for UPS	20.68
UPS FREIGHT	535033671	Redelivery charge-Words Their Way book order	10E001 1100 4200 00 000000 0000	44.86

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for UPS FREIGHT	44.86
US BANK EQUIPMENT FI	348268152	Copiers 1/29/2018	10E001 2410 3250 00 000000 0000	4,104.69
US BANK EQUIPMENT FI	348375635	Copiers 2/1/2018	10E001 2410 3250 00 000000 0000	245.35
US BANK EQUIPMENT FI	347896748	Copier PV	10E001 2410 3250 00 000000 0000	122.00
US BANK EQUIPMENT FI	349150805	Contract Payment Copiers	10E001 2410 3250 00 000000 0000	908.41
US BANK EQUIPMENT FI	349032011	Copiers PV	10E001 2410 3250 00 000000 0000	1,517.01
US BANK EQUIPMENT FI	349315341	Copier Payment	10E001 2410 3250 00 000000 0000	1,140.00
US BANK EQUIPMENT FI	349587048	Copiers	10E001 2410 3250 00 000000 0000	159.45
US BANK EQUIPMENT FI	350553798	Copiers 2/28/2018	10E001 2660 3160 00 000000 0000	4,104.69
US BANK EQUIPMENT FI	350108247	Copiers 2/25/2018	10E001 2660 3160 00 000000 0000	122.00
			Totals for US BANK EQUIPMENT FINANCE, IN	12,423.60
US DEPARTMENT OF EDU	20180131AD	Tracing No 1026074851	10L000 4810 6090 00 000000 0000	-229.26
US DEPARTMENT OF EDU	20180131BD	Tracing No 1026074851	10L000 4810 6090 00 000000 0000	229.26
US DEPARTMENT OF EDU	20180131CD	Payroll accrual	10L000 4810 6090 00 000000 0000	229.26
			Totals for US DEPARTMENT OF EDUCATION	229.26
VARGAS, JAMIE	Jan 14	Transportation CDL Renewal	40E001 2550 6400 00 000000 0000	30.00
			Totals for VARGAS, JAMIE	30.00
VARSITY SPIRIT FASHI	12468591	Cheer Uniforms	10E002 1500 4110 00 000000 0000	3,511.40
			Totals for VARSITY SPIRIT FASHIONS	3,511.40
VERIZON WIRELESS SER	9799982921	B & G Cell / MiFi / Emergency Phones	20E001 2540 3400 00 000000 0000	1,040.76
			Totals for VERIZON WIRELESS SERVICES LLC	1,040.76
VFO	STDINV4306	Software upgrade for student	10E001 1200 4100 00 462000 0000	150.00
			Totals for VFO	150.00
VILLAGE OF BURLINGTO	23 01-18	Water Service for DO	20E001 2540 3700 00 000000 0000	53.11
			Totals for VILLAGE OF BURLINGTON	53.11
VORTEX COMMERCIAL FL	11926-1	CHS Demo Existing Floor, Install Quartz Tile Classrooms 110 & 115	20E001 2540 5400 00 000000 0000	9,565.00
			Totals for VORTEX COMMERCIAL FLOORING	9,565.00
WAY, JESSICA	Tuition 12	Tuition Reimbursement EDU 6210	10E005 1110 2300 00 000000 0000	300.00
			Totals for WAY, JESSICA	300.00
WEST SIDE ELECTRIC S	19253-1	Maintenance Supplies	20E001 2540 4110 00 000000 0000	29.58
WEST SIDE ELECTRIC S	19397-1	Maintenance Supplies	20E001 2540 4110 00 000000 0000	367.70
			Totals for WEST SIDE ELECTRIC SUPPLY CO,	397.28
WILMINGTON, MINDY	Jan 31	Reimb for Speech Pathology Webinar	10E001 2210 3100 00 462000 0000	99.00
WILMINGTON, MINDY	Dec 13	Reimbursement for S/L License Renewal	10E001 2150 6400 00 000000 0000	100.00
			Totals for WILMINGTON, MINDY	199.00
WINTER, KATHERINE	Tuition 12	Tuition Reimbursement EDU 6210	10E008 1110 2300 00 000000 0000	300.00
			Totals for WINTER, KATHERINE	300.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
WOODSTOCK HIGH SCHOO	Dec 13	KRC All Conference Certificates	10E002 1500 4100 00 000000 0000	7.29
			Totals for WOODSTOCK HIGH SCHOOL	7.29
WOW BUSINESS	14166807 0	Internet Access	10E001 2660 3160 00 000000 0000	1,962.49
			Totals for WOW BUSINESS	1,962.49
YODER, CONRAD	Jan 2018	January Mileage	10E001 2660 3320 00 000000 0000	61.05
			Totals for YODER, CONRAD	61.05
YODER, SPENCER	Jan 2018	January Mileage	10E001 2660 3320 00 000000 0000	24.36
			Totals for YODER, SPENCER	24.36
ZEECRAFT TECH	36675	PKMS Athletics Wireless Buzzer	10E011 1500 7100 00 000000 0000	930.00
			Totals for ZEECRAFT TECH	930.00
			Totals for checks	3,786,140.24

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	371,369.82	86.90	822,756.06	1,194,212.78
20	OPERATIONS AND MAINTENANCE	36,896.23	0.00	218,339.19	255,235.42
30	DEBT SERVICE, BOND & INTEREST	0.00	0.00	350.00	350.00
40	TRANSPORTATION FUND	6,371.32	0.00	64,488.38	70,859.70
60	CAPITAL PROJECTS	0.00	0.00	2,254,505.76	2,254,505.76
80	TORT FUND	0.00	0.00	10,976.58	10,976.58
*** Fund Summary Totals ***		414,637.37	86.90	3,371,415.97	3,786,140.24

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

Approved by the Board of Education

Jeff Kellenberger – President _____ Date

Christina Johnson – Secretary _____ Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ANDERSON, AMOS	Jan 15	CHS B Fresh Basketball MLK Tournament Official 2 games 01//15/18	10E002 1500 3900 00 000000 0000	91.00
			Totals for ANDERSON, AMOS	91.00
ASHLEY, BRIAN	Dec 15	CHS V Boys Basketball Official 12/15/17	10E002 1500 3190 00 000000 0000	65.00
ASHLEY, BRIAN	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for ASHLEY, BRIAN	130.00
BAKER, ROBERT	Jan 15	CHS B Soph Basketball MLK Tournament Official 4 games 01/15/18	10E002 1500 3900 00 000000 0000	182.00
BAKER, ROBERT	Jan 20	CHS Girls Soph Basketball Official 01/20/18	10E002 1500 3190 00 000000 0000	52.00
			Totals for BAKER, ROBERT	234.00
BAKLEY, JORDON	Dec 8	CHS Reimb for Wrestling Tournament Coaches Passes	10E002 1500 6400 00 000000 0000	40.00
			Totals for BAKLEY, JORDON	40.00
BATAVIA HIGH SCHOOL	Nov 16-18	Girls Basketball Sophomore Invite Nov 16-18 2017	10E002 1500 6400 00 000000 0000	220.00
			Totals for BATAVIA HIGH SCHOOL	220.00
BELLMORE, STEVE	Jan 6	CHS B Varsity Basketball Official 1/6/18	10E002 1500 3190 00 000000 0000	65.00
BELLMORE, STEVE	Jan 15	CHS B Varsity Basketball MLK Tournament Official 01/15/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for BELLMORE, STEVE	130.00
BORGES, RICKY	Jan 13a	CHS B Fresh Basketball MLK Tournament Official 2 games 01/13/18	10E002 1500 3900 00 000000 0000	91.00
			Totals for BORGES, RICKY	91.00
BRICE, JEFFREY	Dec 23	CHS G Freshman Basketball Tournament Official 2 games 12/23/17	10E002 1500 3900 00 000000 0000	91.00
			Totals for BRICE, JEFFREY	91.00
BROCK, ROBERT	Dec 14	CHS V Girls Basketball Official 12/14/17	10E002 1500 3190 00 000000 0000	65.00
			Totals for BROCK, ROBERT	65.00
BUTTS, DAVID	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for BUTTS, DAVID	65.00
CENTRAL HIGH SCHOOL	Oct 6	CHS Reimbursement of CHS Golf Activity for Sectional Golf Fees (Stone Wall Orchard & Makray Memorial) 10/06/17	10E002 1500 6400 00 000000 0000	300.00
			Totals for CENTRAL HIGH SCHOOL	300.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CLINTON, LARRY	Jan 15	CHS B Basketball MLK Tournament Official 1 Varsity/2 Soph 01//15/18	10E002 1500 3900 00 000000 0000	156.00
			Totals for CLINTON, LARRY	156.00
COLEMAN, DARNELL	Jan 2	CHS B Freshman Basketball Official 1/2/18	10E002 1500 3190 00 000000 0000	52.00
COLEMAN, DARNELL	Jan 13	CHS B Fresh Basketball MLK Tournament Official 2 games 01/13/18	10E002 1500 3900 00 000000 0000	91.00
			Totals for COLEMAN, DARNELL	143.00
CORDOGAN, TOM	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
CORDOGAN, TOM	Jan 15	CHS B Varsity Basketball MLK Tournament Official 01//15/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for CORDOGAN, TOM	130.00
CORL, ALAN	Jan 15	CHS B Varsity Basketball MLK Tournament Official 01//15/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for CORL, ALAN	65.00
CRISS, DAVID	Jan 12	CHS B Varsity Basketball MLK Tournament Official 2 games 01/12/18	10E002 1500 3900 00 000000 0000	130.00
			Totals for CRISS, DAVID	130.00
CUMMINGS, MICHAEL	Jan 9	CHS Lower Level Wrestling Official 1/9/18	10E002 1500 3190 00 000000 0000	56.00
			Totals for CUMMINGS, MICHAEL	56.00
CUNNINGHAM, ERIC	Jan 6	CHS B Varsity Basketball Official 1/6/18	10E002 1500 3190 00 000000 0000	65.00
			Totals for CUNNINGHAM, ERIC	65.00
CZARNY, WALTER	Dec 15	CHS F Boys Basketball Official 12/15/17	10E002 1500 3190 00 000000 0000	52.00
			Totals for CZARNY, WALTER	52.00
DAWSON, COLIN	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00
			Totals for DAWSON, COLIN	91.00
DEKALB HIGH SCHOOL	Jan 20	CHS IHSA Boy's Bowling Sectional Tournament 01/20/18	10E002 1500 6400 00 000000 0000	30.00
			Totals for DEKALB HIGH SCHOOL	30.00
DEPUE, WILLIAM	Dec 19	CHS B Varsity Basketball Official 12/19/17	10E002 1500 3190 00 000000 0000	65.00
			Totals for DEPUE, WILLIAM	65.00
DINKHELLER, JAMES	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00
DINKHELLER, JAMES	Dec 14	CHS Soph Girls Basketball	10E002 1500 3190 00 000000 0000	52.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Official 12/14/17		
DINKHELLER, JAMES	Dec 23	CHS G Freshman Basketball Tournament Official 2 games 12/23/17	10E002 1500 3900 00 000000 0000	91.00
DINKHELLER, JAMES	Jan 15	CHS B Varsity Basketball MLK Tournament Official 01/15/18	10E002 1500 3900 00 000000 0000	65.00
DINKHELLER, JAMES	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for DINKHELLER, JAMES	364.00
DIVERSEY, STEVEN	Jan 15	CHS Reimb for G Winter Basketball Tournament and B MLK Basketball Tournament Hospitality Supplies	10E002 1500 4900 00 000000 0000	895.17
			Totals for DIVERSEY, STEVEN	895.17
DOWNEY, MARK	Dec 21	CHS Wresting Tournament Official 12/21/17	10E002 1500 3190 00 000000 0000	56.00
			Totals for DOWNEY, MARK	56.00
EDMONSON, KYWAN	Dec 15	CHS V Boys Basketball Official 12/15/17	10E002 1500 3190 00 000000 0000	65.00
			Totals for EDMONSON, KYWAN	65.00
ENGEN, LUCAS	Dec 23	CHS G Freshman Basketball Tournament Official 2 games 12/23/17	10E002 1500 3900 00 000000 0000	91.00
ENGEN, LUCAS	Jan 6	CHS B Freshman Basketball 2 games Official 1/6/18	10E002 1500 3190 00 000000 0000	91.00
			Totals for ENGEN, LUCAS	182.00
EVERSON, JEFF	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for EVERSON, JEFF	65.00
FARRIS, ORINTHO JR	Dec 15	CHS F Boys Basketball Official 12/15/17	10E002 1500 3190 00 000000 0000	52.00
			Totals for FARRIS, ORINTHO JR	52.00
FED, CHARLES	Dec 27	CHS G Freshman Basketball Tournament Official 2 games 12/27/17	10E002 1500 3900 00 000000 0000	91.00
FED, CHARLES	Jan 2	CHS B Sophomore Basketball Official 1/2/18	10E002 1500 3190 00 000000 0000	52.00
FED, CHARLES	Jan 15	CHS B Soph Basketball MLK Tournament Official 2 games 01/15/18	10E002 1500 3900 00 000000 0000	91.00
FED, CHARLES	Jan 12	CHS B Varsity Basketball MLK Tournament Official 01//12/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for FED, CHARLES	299.00
FINSTEIN, MARK	Dec 15	CHS Soph Boys Basketball Official 12/15/17	10E002 1500 3190 00 000000 0000	52.00
FINSTEIN, MARK	Dec 19	CHS Boys Basketball Soph Official 12/19/17	10E002 1500 3190 00 000000 0000	52.00
FINSTEIN, MARK	Dec 27	CHS G Freshman Basketball	10E002 1500 3900 00 000000 0000	91.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Tournament Official 2 games 12/27/17		
FINSTEIN, MARK	Jan 15	CHS B Basketball MLK Tournament Official 2 Soph/2 Fresh games 01/15/18	10E002 1500 3900 00 000000 0000	182.00
FINSTEIN, MARK	Jan 13	CHS B Basketball MLK Tournament Official 2 Fresh/2 Soph games 01/13/18	10E002 1500 3900 00 000000 0000	182.00
			Totals for FINSTEIN, MARK	559.00
FLURY, JOSEPH	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00
FLURY, JOSEPH	Dec 23	CHS G Freshman Basketball Tournament Official 2 games 12/23/17	10E002 1500 3900 00 000000 0000	91.00
FLURY, JOSEPH	Jan 2	CHS B Sophomore Basketball Official 1/2/18	10E002 1500 3190 00 000000 0000	52.00
FLURY, JOSEPH	Jan 6	CHS B Sophomore Basketball Official 1/6/18	10E002 1500 3190 00 000000 0000	52.00
			Totals for FLURY, JOSEPH	286.00
FRENCH, JAMES	Dec 23	CHS G Freshman Basketball Tournament Official 2 games 12/23/17	10E002 1500 3900 00 000000 0000	91.00
FRENCH, JAMES	Jan 15	CHS B Basketball MLK Tournament Official 2 Fresh/2 Soph games 01/15/18	10E002 1500 3900 00 000000 0000	182.00
FRENCH, JAMES	Jan 13	CHS B Varsity Basketball MLK Tournament Official 2 games 01/13/18	10E002 1500 3900 00 000000 0000	130.00
			Totals for FRENCH, JAMES	403.00
FRITSCH, JOSEPH	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for FRITSCH, JOSEPH	65.00
FULK, TREVOR	Jan 13	CHS B Soph Basketball MLK Tournament Official 4 games 01/13/18	10E002 1500 3900 00 000000 0000	182.00
			Totals for FULK, TREVOR	182.00
FUTRIS, THOMAS	Jan 9	CHS Varsity Wrestling Official 1/9/18	10E002 1500 3190 00 000000 0000	107.00
			Totals for FUTRIS, THOMAS	107.00
GENDE, ROBERT	Jan 13	CHS B Fesh Basketball MLK Tournament Official 2 games 01/13/18	10E002 1500 3900 00 000000 0000	91.00
			Totals for GENDE, ROBERT	91.00
GENZ, WILLIAM	Dec 19	CHS Boys Basketball Freshman Official 12/19/17	10E002 1500 3190 00 000000 0000	52.00
GENZ, WILLIAM	Dec 19a	CHS Boys Freshman Basketball Official 12/19/17	10E002 1500 3190 00 000000 0000	52.00
			Totals for GENZ, WILLIAM	104.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
GLASER, THOMAS	Jan 20	CHS Girls Varsity Basketball Official 01/20/18	10E002 1500 3190 00 000000 0000	65.00
			Totals for GLASER, THOMAS	65.00
HAMPTON INN & SUITES	556322	CHS State Cheer Competition Feb 1-2	10E002 1500 3120 00 000000 0000	4,233.60
			Totals for HAMPTON INN & SUITES	4,233.60
HART, CHRISTOPHER	Dec 15	CHS V Boys Basketball Official 12/15/17	10E002 1500 3190 00 000000 0000	65.00
			Totals for HART, CHRISTOPHER	65.00
HAUGENS, PHILLIP	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for HAUGENS, PHILLIP	65.00
HAYES, LARRY	Dec 14	CHS V Girls Basketball Official 12/14/17	10E002 1500 3190 00 000000 0000	65.00
HAYES, LARRY	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for HAYES, LARRY	130.00
HOBSCHEID, JOHN	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00
			Totals for HOBSCHEID, JOHN	91.00
HORTON, MARK	Dec 19	CHS Boys Basketball Var Official 12/19/17	10E002 1500 3190 00 000000 0000	65.00
			Totals for HORTON, MARK	65.00
HUDGENS, JON	Jan 6	CHS B Sophomore Basketball Official 1/6/18	10E002 1500 3190 00 000000 0000	52.00
			Totals for HUDGENS, JON	52.00
HUNTLEY MIDDLE SCHOO	April 28	CMS 8th Grade J-Barb Invitational Track Entrance Fee	10E003 1500 6400 00 000000 0000	75.00
			Totals for HUNTLEY MIDDLE SCHOOL - DEKAL	75.00
ILMEA STATE OFFICE	Jan 16	All-State Clarinet Entry Fee Dist 9-ID 277466	10E002 1500 6400 00 000000 0000	30.00
			Totals for ILMEA STATE OFFICE	30.00
ISSEL, ROBERT	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
ISSEL, ROBERT	Jan 15	CHS B Basketball MLK Tournament Official 2 Fresh/1 Varsity 01//15/18	10E002 1500 3900 00 000000 0000	156.00
			Totals for ISSEL, ROBERT	221.00
JAMES, TIM	Dec 23	CHS G Freshman Basketball Tournament Official 2 games 12/23/17	10E002 1500 3900 00 000000 0000	91.00
JAMES, TIM	Jan 15	CHS B Varsity Basketball MLK	10E002 1500 3900 00 000000 0000	65.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Tournament Official 01/15/18		
JAMES, TIM	Jan 13	CHS B Varsity Basketball MLK Tournament 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for JAMES, TIM	221.00
JENKINS, JEFF	Dec 19	CHS Boys Basketball Freshman Official 12/19/17	10E002 1500 3190 00 000000 0000	52.00
JENKINS, JEFF	Dec 19a	CHS Boys Freshman Basketball Official 12/19/17	10E002 1500 3190 00 000000 0000	52.00
			Totals for JENKINS, JEFF	104.00
KANELAND HARTER MIDD	Jan 26-27	CMS Tournament Entrance Fee for 2018 Kaneland MS Girls Basketball Tournament 1/26/18 & 1/27/18	10E003 1500 6400 00 000000 0000	165.00
			Totals for KANELAND HARTER MIDDLE SCHOOL	165.00
KLINGBERG, SCOTT	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00
KLINGBERG, SCOTT	Dec 23a	CHS G Freshman Basketball Tournament Official 2 games 12/23/17	10E002 1500 3900 00 000000 0000	91.00
KLINGBERG, SCOTT	Jan 15	CHS B Basketball MLK Tournament Official 2 Fresh/2 Varsity games 01/15/18	10E002 1500 3900 00 000000 0000	221.00
KLINGBERG, SCOTT	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for KLINGBERG, SCOTT	468.00
KOHLER, THOMAS	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00
			Totals for KOHLER, THOMAS	91.00
KOZIOL, RICHARD	Dec 14	CHS F & Soph Girls Basketball Official 12/14/17	10E002 1500 3190 00 000000 0000	91.00
KOZIOL, RICHARD	Dec 19	CHS Boys Basketball Soph Official 12/19/17	10E002 1500 3190 00 000000 0000	52.00
KOZIOL, RICHARD	Jan 15a	CHS B Basketball MLK Tournament Official 2 Fresh games 01/15/18	10E002 1500 3900 00 000000 0000	91.00
KOZIOL, RICHARD	Jan 13	CHS B Basketball MLK Tournament Official 2 Fresh/2 Soph games 01/13/18	10E002 1500 3900 00 000000 0000	182.00
			Totals for KOZIOL, RICHARD	416.00
KRAMER, DYLAN	Nov 18	CHS V Girls Basketball Official 11/18/17	10E002 1500 3900 00 000000 0000	65.00
			Totals for KRAMER, DYLAN	65.00
LAMAN, MIKE	Jan 15	CHS B Varsity Basketball MLK Tournament Official 01//15/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for LAMAN, MIKE	65.00
LEFFLER, MARK	Jan 13	CHS B Varsity Basketball MLK	10E002 1500 3900 00 000000 0000	65.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Tournament Official 01/13/18		
			Totals for LEFFLER, MARK	65.00
MCCABE, DAVID	Jan 12	CHS B Varsity Basketball MLK Tournament Official 2 games 01/12/18	10E002 1500 3900 00 000000 0000	130.00
			Totals for MCCABE, DAVID	130.00
MCCULLOUGH, KRISTIAN	Dec 14	CHS V Girls Basketball Official 12/14/17	10E002 1500 3190 00 000000 0000	65.00
MCCULLOUGH, KRISTIAN	Dec 23	CHS G Freshman Basketball Tournament Official 2 games 12/23/17	10E002 1500 3900 00 000000 0000	91.00
MCCULLOUGH, KRISTIAN	Jan 13	CHS B Varsity Basketball MLK Tournament 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for MCCULLOUGH, KRISTIAN	221.00
MCKAY, KEVIN	Jan 13	CHS B Basketball MLK Tournament Official 1 Varsity and 2 Fresh games 01/13/18	10E002 1500 3900 00 000000 0000	156.00
MCKAY, KEVIN	Jan 12	CHS B Varsity Basketball MLK Tournament Official 01//12/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for MCKAY, KEVIN	221.00
MCMAHON, TIMOTHY	Dec 27	CHS G Freshman Basketball Tournament Official 2 games 12/27/17	10E002 1500 3900 00 000000 0000	91.00
			Totals for MCMAHON, TIMOTHY	91.00
MEALE, DANIEL	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00
MEALE, DANIEL	Jan 20	CHS Girls Varsity Basketball Official 01/20/18	10E002 1500 3190 00 000000 0000	65.00
			Totals for MEALE, DANIEL	156.00
MIKONIS, KEN	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00
MIKONIS, KEN	Jan 13	CHS B Fresh Basketball MLK Tournament Official 2 games 01/13/18	10E002 1500 3900 00 000000 0000	91.00
			Totals for MIKONIS, KEN	182.00
MOORE, KEVIN	Dec 19	CHS Boys Basketball Var Official 12/19/17	10E002 1500 3190 00 000000 0000	65.00
			Totals for MOORE, KEVIN	65.00
NOLAN, MARK	Dec 27	CHS G Freshman Basketball Tournament Official 2 games 12/27/17	10E002 1500 3900 00 000000 0000	91.00
NOLAN, MARK	Jan 2	CHS B Freshman Basketball Official 1/2/18	10E002 1500 3190 00 000000 0000	52.00
NOLAN, MARK	Jan 16	CMS Girls Basketball Official 1/16/18	10E003 1500 3190 00 000000 0000	60.00
NOLAN, MARK	Jan 15	CHS B Basketball MLK	10E002 1500 3900 00 000000 0000	91.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Tournament Official 2 Fresh games 01/15/18		
			Totals for NOLAN, MARK	294.00
O'LEARY, MARTY	Jan 13a	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for O'LEARY, MARTY	65.00
OOSTDYK, BILL	Jan 2	CHS B Varsity Basketball Official 1/2/18	10E002 1500 3190 00 000000 0000	65.00
OOSTDYK, BILL	Jan 15	CHS B Varsity Basketball MLK Tournament Official 01/15/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for OOSTDYK, BILL	130.00
ORANGE, CHRISTOPHER	Jan 15	CHS B Basketball MLK Tournament Official 2 Soph games 01/15/18	10E002 1500 3900 00 000000 0000	91.00
ORANGE, CHRISTOPHER	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for ORANGE, CHRISTOPHER	156.00
PARSONS, RICHARD	Dec 16a	CHS F Girls Basketball Holiday Tournament Official 12/16/17	10E002 1500 3900 00 000000 0000	52.00
			Totals for PARSONS, RICHARD	52.00
PERSON, RYAN	Jan 6	CHS B Varsity Basketball Official 1/6/18	10E002 1500 3190 00 000000 0000	65.00
			Totals for PERSON, RYAN	65.00
PINGEL, RICHARD JR	Dec 16	CHS F Girls Basketball Holiday Tournament Official 4 games 12/16/17	10E002 1500 3900 00 000000 0000	182.00
			Totals for PINGEL, RICHARD JR	182.00
RAYMOND, DANIEL	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00
			Totals for RAYMOND, DANIEL	91.00
REEDY, GERALD	Dec 23	CHS G Freshman Basketball Tournament Official 2 games 12/23/17	10E002 1500 3900 00 000000 0000	91.00
			Totals for REEDY, GERALD	91.00
RISING STAR ACADEMY	Feb 1	CHS Rental of Gym for State Cheer Practice	10E002 1500 3120 00 000000 0000	125.00
			Totals for RISING STAR ACADEMY	125.00
ROBINSON, JASON	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for ROBINSON, JASON	65.00
ROSBOROUGH, FRANK	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for ROSBOROUGH, FRANK	91.00
SALLEY, BRAD	Jan 12	CHS B Varsity Basketball MLK Tournament Official 01//12/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for SALLEY, BRAD	65.00
SCHOLINSKY, GENE	Dec 23	CHS G Freshman Basketball Tournament Official 2 games 12/23/17	10E002 1500 3900 00 000000 0000	91.00
SCHOLINSKY, GENE	Jan 6	CHS B Freshman Basketball Official 1/6/18	10E002 1500 3190 00 000000 0000	52.00
SCHOLINSKY, GENE	Jan 15	CHS B Basketball MLK Tournament Official 2 Soph games 01/15/18	10E002 1500 3900 00 000000 0000	91.00
SCHOLINSKY, GENE	Jan 13	CHS B Soph Basketball MLK Tournament Official 2 games 01/13/18	10E002 1500 3900 00 000000 0000	91.00
			Totals for SCHOLINSKY, GENE	325.00
SCHWEISTHAL, ALAN	Jan 15	CHS B Varsity Basketball MLK Tournament Official 01//15/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for SCHWEISTHAL, ALAN	65.00
SHAMBLIN, DENNIS	Dec 23	CHS G Freshman Basketball Tournament Official 2 games 12/23/17	10E002 1500 3900 00 000000 0000	91.00
SHAMBLIN, DENNIS	Jan 13	CHS B Basketball MLK Tournament Official 2 Fresh/2 Soph games 01/13/18	10E002 1500 3900 00 000000 0000	182.00
			Totals for SHAMBLIN, DENNIS	273.00
SHIFFER, JOSEPH	Dec 15	CHS Soph Boys Basketball Official 12/15/17	10E002 1500 3190 00 000000 0000	52.00
SHIFFER, JOSEPH	Jan 16a	CMS Girls Basketball Official 1/16/18	10E003 1500 3190 00 000000 0000	60.00
			Totals for SHIFFER, JOSEPH	112.00
SHIFFER, JOSEPH III	Jan 15	CHS B Varsity Basketball MLK Tournament Official 01//15/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for SHIFFER, JOSEPH III	65.00
SIMPSON, JAMAR	Jan 12	CHS B Varsity Basketball MLK Tournament Official 01//12/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for SIMPSON, JAMAR	65.00
SOBESKI, SCOTT	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
SOBESKI, SCOTT	Jan 15	CHS B Varsity Basketball MLK Tournament Official 01//15/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for SOBESKI, SCOTT	130.00
ST CHARLES EAST HIGH	Jan 13	CHS IHSA Bowling Regional 1/13/18	10E002 1500 6400 00 000000 0000	50.00
			Totals for ST CHARLES EAST HIGH SCHOOL	50.00
STONE, DONALD	Jan 12	CHS B Varsity Basketball MLK	10E002 1500 3900 00 000000 0000	65.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Tournament Official 01//12/18		
			Totals for STONE, DONALD	65.00
TAYLOR, MICHAEL	Jan 13	CHS B Soph Basketball MLK Tournament Official 2 games 01/13/18	10E002 1500 3900 00 000000 0000	91.00
			Totals for TAYLOR, MICHAEL	91.00
THURNAU, MARK	Jan 15	CHS B Varsity Basketball MLK Tournament Official 01/15/18	10E002 1500 3900 00 000000 0000	65.00
THURNAU, MARK	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for THURNAU, MARK	130.00
TOLJANIC, ANTHONY	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00
TOLJANIC, ANTHONY	Jan 13	CHS B Basketball MLK Tournament Official 2 Soph games 01/13/18	10E002 1500 3900 00 000000 0000	91.00
			Totals for TOLJANIC, ANTHONY	182.00
VETTER, JOHN	Jan 20	CHS Girls Varsity Basketball Official 01/20/18	10E002 1500 3190 00 000000 0000	65.00
			Totals for VETTER, JOHN	65.00
VILLARREAL, JAVIER	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00
VILLARREAL, JAVIER	Dec 23	CHS G Freshman Basketball Tournament Official 2 games 12/23/17	10E002 1500 3900 00 000000 0000	91.00
VILLARREAL, JAVIER	Jan 6	CHS B Freshman Basketball Official 1/6/18	10E002 1500 3190 00 000000 0000	52.00
VILLARREAL, JAVIER	Jan 15	CHS B Basketball MLK Tournament Official 2 Fresh games 01/15/18	10E002 1500 3900 00 000000 0000	91.00
			Totals for VILLARREAL, JAVIER	325.00
VITO, JOHN	182	CMS Athletics Assignment of Volleyball Officials	10E003 1500 3190 00 000000 0000	72.00
VITO, JOHN	183	CMS Athletics Assignment of Boys Basketball Officials	10E003 1500 3190 00 000000 0000	84.00
VITO, JOHN	185	PKMS Athletics Assignment of VB Officials Regular and Tournament	10E011 1500 3190 00 000000 0000	120.00
			Totals for VITO, JOHN	276.00
VITTONE, PAUL	Jan 19	CHS Boys Varsity Wrestling Official 01/19/18	10E002 1500 3190 00 000000 0000	107.00
			Totals for VITTONE, PAUL	107.00
WILMOT, MICHAEL	Jan 20	CHS Girls Soph Basketball Official 01/20/18	10E002 1500 3190 00 000000 0000	52.00
			Totals for WILMOT, MICHAEL	52.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
WILSON, RANDY	Jan 13	CHS B Varsity Basketball MLK Tournament Official 01/13/18	10E002 1500 3900 00 000000 0000	65.00
			Totals for WILSON, RANDY	65.00
WISZ, JOEL	Dec 16	CHS F Girls Basketball Holiday Tournament Official 2 games 12/16/17	10E002 1500 3900 00 000000 0000	91.00
WISZ, JOEL	Jan 2	CHS B Varisty Basketball Official 01/02/18	10E002 1500 3190 00 000000 0000	65.00
			Totals for WISZ, JOEL	156.00
WLEKLINSKI, FRANK	Jan 13	CHS B V Basketball MLK Tournament Official 2 games 01/13/18	10E002 1500 3900 00 000000 0000	130.00
			Totals for WLEKLINSKI, FRANK	130.00
YORKVILLE MIDDLE SCH	Feb 10	CMS Girls B-Tournament Entrance Fee at Yorkville MS 2/10/18	10E003 1500 6400 00 000000 0000	100.00
			Totals for YORKVILLE MIDDLE SCHOOL	100.00
ZAHARA, GARY	Jan 2	CHS B Varsity Basketball Official 1/2/18	10E002 1500 3190 00 000000 0000	65.00
			Totals for ZAHARA, GARY	65.00
ZIELINSKI, ROB	Dec 21	CHS V Wresting Tournament Official 12/21/17	10E002 1500 3190 00 000000 0000	107.00
			Totals for ZIELINSKI, ROB	107.00
			Totals for checks	18,506.77

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	18,506.77	18,506.77
*** Fund Summary Totals ***		0.00	0.00	18,506.77	18,506.77

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

Approved by the Board of Education

Jeff Kellenberger – President _____ Date

Christina Johnson – Secretary _____ Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ADLAI E STEVENSON HI	Jan 25	CHS Site Visit Fee	10E002 2210 6400 00 000000 0000	250.00
			Totals for ADLAI E STEVENSON HIGH SCHOOL	250.00
AHLSTEDT, CARRIE	Nov 28	HBT Supplies Reimbursement	10E004 2410 4100 00 000000 0000	79.86
			Totals for AHLSTEDT, CARRIE	79.86
BAKER, KATY	Dec 12	PKMS Team Supplies	10E011 1120 4110 00 000000 0000	32.01
BAKER, KATY	Dec 17	PKMS Supplies	10E011 1120 4110 00 000000 0000	6.36
			Totals for BAKER, KATY	38.37
BAKLEY, JORDON	Dec 7-10	Transportation Fuel Reimb for Wrestling Activity Bus	40E001 2550 4640 00 000000 0000	195.93
			Totals for BAKLEY, JORDON	195.93
BEVERLY, ELIZABETH	Jan 16	PV Reimb for 2017-2018 Registration	10R000 1811 0000 00 000000 0000	120.00
			Totals for BEVERLY, ELIZABETH	120.00
BLISS, ANETTE	Jan 12	CHS Reimburse for classroom supplies	10E002 1130 4100 00 000000 0000	30.22
			Totals for BLISS, ANETTE	30.22
CONZELMAN, KAREN	Aug 25	Reimb for classroom supplies	10E010 1205 4100 00 000000 0000	52.08
			Totals for CONZELMAN, KAREN	52.08
DELGADO, LESLIE	Jan 25	Reimbursement for postage	10E008 2410 3410 00 000000 0000	13.68
			Totals for DELGADO, LESLIE	13.68
DOUGLAS, EMILY	Dec 16	CHS Library Supplies	10E002 2220 4100 00 000000 0000	156.24
			Totals for DOUGLAS, EMILY	156.24
FASCIONE, CHRIS	Feb 13	HBT Assembly Feb 13	10E004 2410 3900 00 000000 0000	600.00
			Totals for FASCIONE, CHRIS	600.00
GANNON, PEGGY	Dec 24	CHS Reimb for supplies	10E002 1130 4100 00 000000 0000	77.10
			Totals for GANNON, PEGGY	77.10
GRIGGS, DEBORAH	Jan 9	HBT reimb for Worksheets	10E004 1205 4100 00 000000 0000	19.95
			Totals for GRIGGS, DEBORAH	19.95
HAUG, MATTHEW	Dec 19	PKMS Supplies	10E011 2410 4900 00 000000 0000	52.56
HAUG, MATTHEW	Dec 19a	CMS Reimb for supplies	10E003 2410 4100 00 000000 0000	19.32
HAUG, MATTHEW	Jan 11	PKMS Principals Supplies	10E011 2410 4900 00 000000 0000	23.73
			Totals for HAUG, MATTHEW	95.61
IASSW	FY2018	Annual Membership Renewal M Potsic	10E001 2330 6400 00 000000 0000	75.00
			Totals for IASSW	75.00
IGSMA DISTRICT NINE	Feb 1	PKMS Solo and Ensemble/Organization Contest Entry Fee	10E011 1120 3900 00 000000 0000	163.00
			Totals for IGSMA DISTRICT NINE	163.00
ILMEA STATE OFFICE	2017 ILMEA	PKMS Band/Chorus Junior Level Festival Certification and	10E011 1120 3900 00 000000 0000	200.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Entry Fee		
			Totals for ILMEA STATE OFFICE	200.00
JORDAN, STACEY	Lunch Refu	Refund Lunch	10R010 1611 0000 00 000000 0000	1.65
JORDAN, STACEY	Lunch Refu	Refund Lunch	10R003 1611 0000 00 000000 0000	2.85
			Totals for JORDAN, STACEY	4.50
KINDELIN, MONICA	Dec 9	PKMS Athletic Supplies	10E011 1500 4100 00 000000 0000	13.65
			Totals for KINDELIN, MONICA	13.65
LEWIS, KIMBERLY	Dec 29	CHS Reimburse for Certified Mail	10E002 2410 3410 00 000000 0000	6.59
			Totals for LEWIS, KIMBERLY	6.59
MAGALLANES, MARYSOL	Nov 16	PKMS reimb for Recognition Breakfast supplies	10E011 2410 4900 00 000000 0000	58.05
			Totals for MAGALLANES, MARYSOL	58.05
MUMFORD, DANA	Sept 6	CHS Reimburse supplies for Life Skills class	10E001 1220 4100 00 000000 0000	283.28
			Totals for MUMFORD, DANA	283.28
PERRY, TERESA	Aug 21	PKMS Reimb for Returned Textbook 08/21/17	10E011 1120 4900 00 000000 0000	17.97
			Totals for PERRY, TERESA	17.97
PETTY CASH	Oct-Dec 20	Food Service supplies	10E002 2560 4100 00 000000 0000	178.89
PETTY CASH	Oct-Dec 20	Food Service supplies	10E002 2560 4900 00 000000 0000	19.37
			Totals for PETTY CASH	198.26
PIEHL, ALEX	Dec 6	CHS Classroom supplies	10E002 1130 4100 00 000000 0000	161.89
			Totals for PIEHL, ALEX	161.89
POLOWY, DANIEL	Jan 8	B & G Supplies Reimbursement	20E001 2540 4110 00 000000 0000	81.55
			Totals for POLOWY, DANIEL	81.55
PORTO, PAMELA	Jan 5	Transportation Postage Reimb	40E001 2550 4110 00 000000 0000	6.65
			Totals for PORTO, PAMELA	6.65
ROBINSON, RYAN	Dec 9	Fuel Reimbursement for FFA trip	40E001 2550 4640 00 000000 0000	64.26
			Totals for ROBINSON, RYAN	64.26
SIMS, DEBORAH	Nov 1	CHS Reimburse for Lab Supplies	10E002 1130 4100 00 000000 0000	47.05
			Totals for SIMS, DEBORAH	47.05
SMITH, LINDSAY	Dec 18	PKMS Reimb for Pentathlon Supplies	10E011 2410 4900 00 000000 0000	34.40
			Totals for SMITH, LINDSAY	34.40
SOHN, JOANNE	Jan 5	B & G Supplies	20E001 2540 4110 00 000000 0000	480.04
			Totals for SOHN, JOANNE	480.04
ST JOHN, SUZANNE	Oct 23	HBT Veteran's Day supplies	10E004 2410 4100 00 000000 0000	20.06
			Totals for ST JOHN, SUZANNE	20.06

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TESTONE, CHRISTOPHER	Jan 18a	CHS Reimbursement for supplies	10E001 2212 4100 00 000000 0000	89.75
			Totals for TESTONE, CHRISTOPHER	89.75
TUMA, MONICA	Nov 1	CHS reimb Library supplies	10E002 2220 4100 00 000000 0000	38.37
			Totals for TUMA, MONICA	38.37
TWENHAFEL, DEBRA	Dec 19	Transportation supplies reimb	40E001 2550 4900 00 000000 0000	194.20
			Totals for TWENHAFEL, DEBRA	194.20
VALENTINI, MARK	Dec 12	PKMS Athletic Supplies	10E011 1500 4100 00 000000 0000	100.85
			Totals for VALENTINI, MARK	100.85
VAUGHN, MICHELLE	Jan 16	CHS Reimburse for Certified Overnight Mailing	10E002 2410 3410 00 000000 0000	26.50
			Totals for VAUGHN, MICHELLE	26.50
WILMINGTON, MINDY	56542652	Speech supplies	10E001 2150 4100 00 000000 0000	50.00
			Totals for WILMINGTON, MINDY	50.00
ZIMMERMANN, HANNAH	Dec 15	CMS Science Supplies reimbursement	10E003 1120 4100 00 000000 0000	43.48
			Totals for ZIMMERMANN, HANNAH	43.48
			Totals for checks	4,188.39

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	124.50	3,041.26	3,165.76
20	OPERATIONS AND MAINTENANCE	0.00	0.00	561.59	561.59
40	TRANSPORTATION FUND	0.00	0.00	461.04	461.04
*** Fund Summary Totals ***		0.00	124.50	4,063.89	4,188.39

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

Approved by the Board of Education

_____ _____

Jeff Kellenberger – President Date

_____ _____

Christina Johnson – Secretary Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for	0.00
			Totals for checks	0.00

F U N D S U M M A R Y

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

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

Approved by the Board of Education

Jeff Kellenberger – President _____ Date

Christina Johnson – Secretary _____ Date

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Ellen Horvath, Spanish Teacher

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

DATE: February 20, 2018

RE: Costa Rica Trip

I am requesting the approval of Educational Tours trip ***Costa Rica: A Touch of the Tropics*** for CHS Spanish students who will graduate between 2019-2023. This ten day trip is scheduled to depart between June 11 and June 16, 2019 and will be paid for by students and their families. The total program price is currently $2695, which will divided into 17 payments of $153/month. Trip cost includes round trip airfare on major carriers, on tour transportation, nine overnight stays in hotels with private bathrooms, meals, full-time tour director, daily activities, and tours and entrances to attractions.

The student to chaperone ratio is typically 6:1 or 7:1. Students pay for lunches, snacks, souvenirs, and gratuities for our tour director and bus drivers.

Thank you in advance.

EF Education First

Educational Tours

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

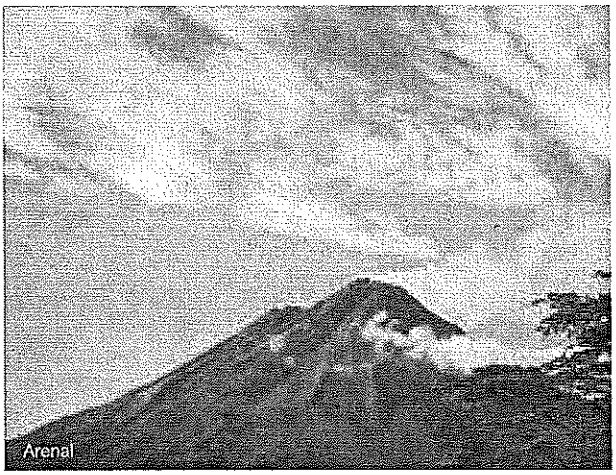
eftours.com/

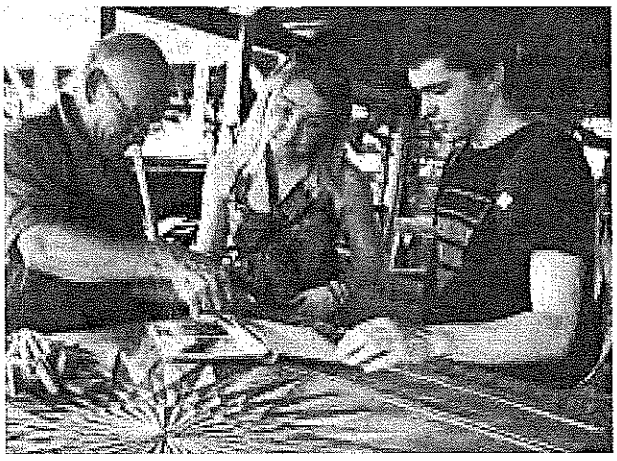
This is also your tour number

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.

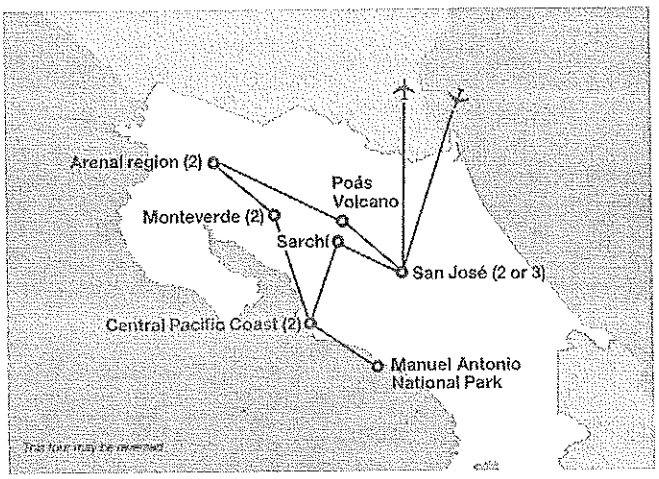
When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. ***Expert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

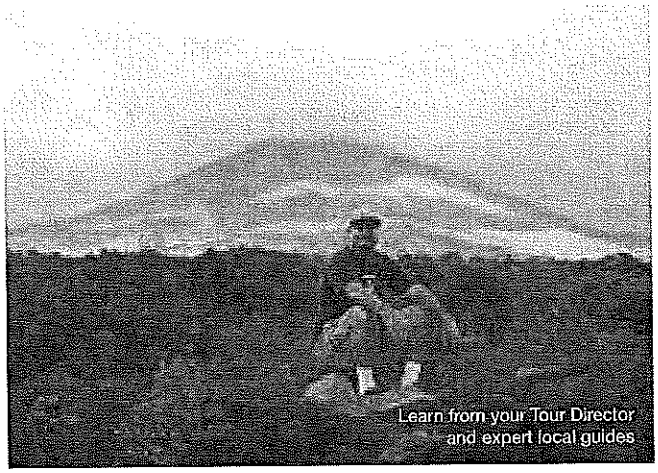
When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

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

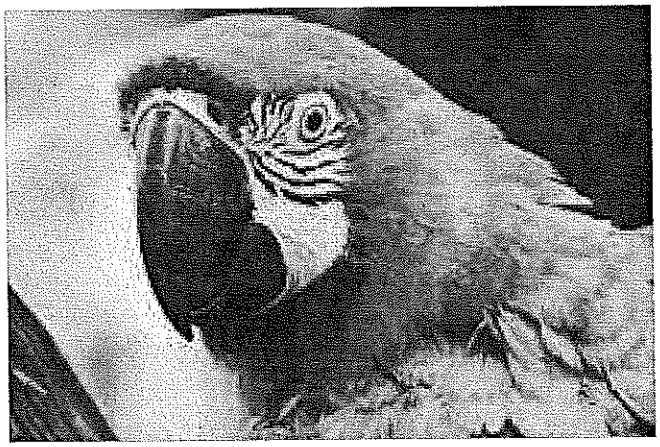
– MELISSA, TRAVELER

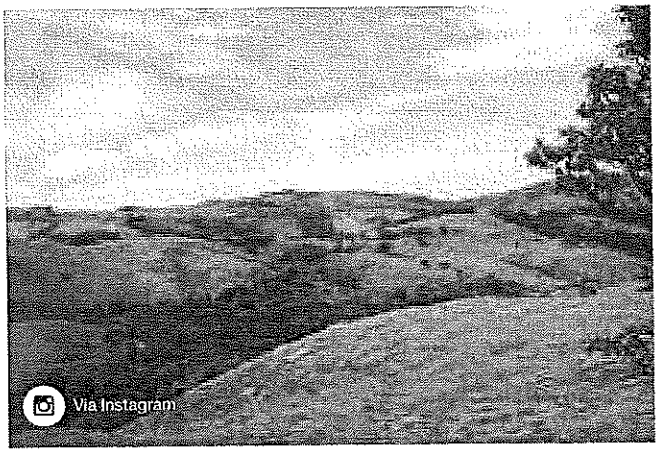
Via Twitter





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

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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

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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: February 20, 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.

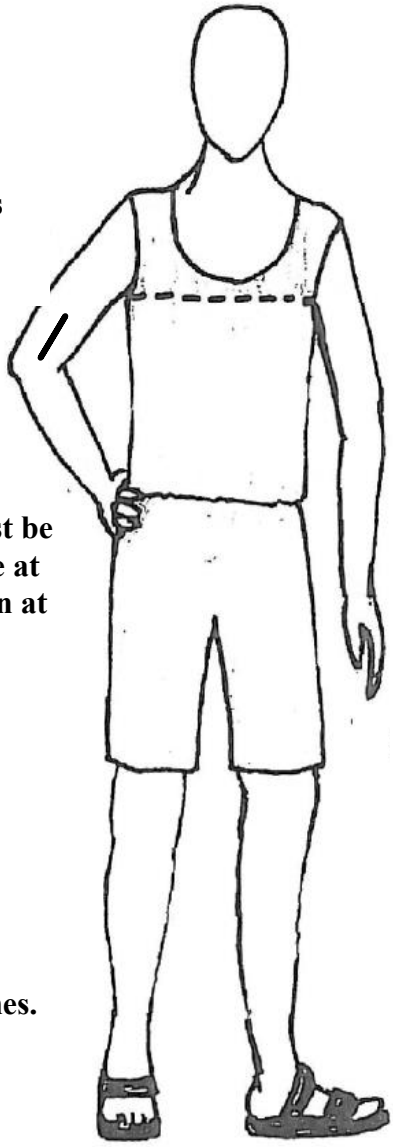
The following are several examples of unacceptable dress for school:

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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Commented [VM5R3]:

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,

Commented [ME6]: Deleted #4 since it is a separate paragraph

Commented [ME7]: Do we want to list this as Elgin Community College or do students/parents know this title?

Commented [VM8R7]: Name Elgin Community College Tech Prep or Middle College

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
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Steve Diversey, Athletic/Activities Director

TO: District 301 Board of Education

DATE: 1/29/18

RE: APPROVAL OF OVERNIGHT TRIP FOR CHEER TEAM TO GO TO STATE FINALS

I am requesting the approval of an overnight trip for the Central High School Cheer Team to attend the IHSA State Competition on Friday and Saturday, Febr. 2 – 3, 2018. On Thursday, Febr. 1, the team will travel to Bloomington, IL to compete in the competition at US Cellular Coliseum in Bloomington, IL. The team would like to stay overnight on Thursday so they can practice the day before and be prepared for the competition on Friday. The team will stay overnight at the Hampton Inn and Suites in Normal, IL. The preliminaries are on Friday and the finals are on Saturday. They will arrive home Saturday evening, at approximately 5:00pm. The itinerary for the trip is included with this memo.

Thank you for your support of Central High School Athletics and Activites.

Central IHSA State Trip
2018

Thursday February 1, 2018	
Time	
7:15 AM to 7:25 AM	Bag drop off
9:20 AM	Athletes dismissed from class
9:25 AM	Athletes meet at the Athletic Office
9:30 AM	State Send Off
9:45 AM	Leave CHS, Drive to Bloomington-Normal
12:00 PM	Arrive at Jimmy Johns 2301 E. Washington St Bloomington, IL 61701
1:00 PM	Arrive at Hampton Inn and Suites 320 S Towanda Ave, Normal, IL 61761
2:00 PM	Depart for Practice
2:30 PM to 3:30 PM	Practice Gymnastics Etc. 402 Olympia Dr Bloomington, IL 61704
4:00 PM	Return to Hampton Inn and Suites
6:30 PM to 8:30 PM	Pickup Registration Packet US Cellular Coliseum 101 South Madison Street Bloomington, IL 61701
8:15 PM	Dinner at Flat Top Grill 307 Veterans Parkway Suite 500 Normal, IL 61761
10:00 PM	Return to Hampton Inn and Suites
10:30 PM	Lights Out
Friday February 2, 2018	
Time	
10:30 AM	Go to US Cellular Coliseum
12:15 PM	Performance about 12:15
1:45 PM	Qualifying Announcements

2:00 PM	Leave US Cellular Coliseum for Lunch
3:00 PM	Return to US Cellular Coliseum to watch Large and Co-Ed
8:00 PM	Time and Location is TBD
10:00 PM	Return to Hampton Inn and Suites
10:30 PM	Lights Out
Saturday February 3, 2018	
Time	
10:00 AM	Leave US Cellular Coliseum for Finals
1:15 PM	Awards
1:45 PM	Leave Bloomington, Head to CHS
1:45 PM	Stop for lunch on the way back to CHS
4:45 PM	Arrive at CHS

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Steve Diversey, Athletic & Activities Director

TO: District 301 Board of Education

DATE: 1/24/18

RE: Approval of Overnight State Band Trip

I am requesting your approval of an overnight trip for one of our band members, Nicholas Ortiz. Nicholas has been selected to participate in this year's IMEA Allstate Band. Jim Struyk and Nicholas will leave on Wednesday, January 24th at 3pm to head to Peoria, IL. They will stay at Springhill Suites Westlake, 2701 W. Lake Ave., Peoria, IL. There are rehearsals on Thursday and Friday and the concert is on Saturday, Jan. 27 at the Peoria Civic Center. The trip itinerary is included with this memo.

Thank you for your support of Central High School Athletics and Activities.

2018 ILMEA ALL-STATE STUDENT SCHEDULE

Date	Honors Band	All-State Band	Honors Orchestra	All-State Orchestra	Honors Chorus	All-State Chorus	AS & Honors Vocal Jazz	AS & Honors Jazz Bands/Combo
Thursday, January 25	Auditions 9:00am-2:30pm	Auditions 9:00am-2:30pm	Auditions 9:00am-2:30pm	Auditions 9:00am-2:30pm	Full Rehearsal 9:00am-12:00pm	Full Rehearsal 9:00am-12:00pm	Full Rehearsal 9:00am-5:00pm	Auditions 9:00am-12:00pm
					Sectional Rehearsal 1:00pm-2:30pm	Sectional Rehearsal 1:00pm-2:30pm	College Fair 1:00-2:00pm	College Fair 1:00-2:00pm
	College Fair 1:00pm-3:00pm - Civic Center Theater Lobby						Breaks arranged by chair/condcutor	Rehearsal 1:30pm-5:00pm
	Composition Showcase Concert 3:00pm-5:00pm - Civic Center Theater							
	Break 5:00pm-6:30pm							
	Seating/Organizational Meetings/First Rehearsals 6:30pm-10:30pm				Rehearsal 6:30pm-10:30pm	Rehearsal 6:30pm-10:30pm	Rehearsal 6:30pm-10:30pm	Rehearsal 6:30pm-10:30pm

12:00 MIDNIGHT — CURFEW FOR ALL STUDENTS

Friday, January 26	Rehearsal 8:00am-11:00am	Rehearsal 8:00am-11:00am	Rehearsal 8:00am-11:00am	Rehearsal 8:00am-11:00am	Rehearsal 8:00am-11:30am	Rehearsal 8:00am-11:15am	Rehearsal 8:00am-11:45am	Rehearsal 8:00am-12:15pm
	Lunch Break 11:15am-12:45pm	Lunch Break 11:15am-12:45pm	Lunch Break 11:15am-12:45pm	Lunch Break 11:15am-12:45pm	Lunch Break 11:15am-12:45pm	Lunch Break 11:30am-12:30pm	Lunch Break 11:45am-1:00pm	Lunch Break 12:30pm-1:15pm
	Rehearsal 1:00pm-3:15pm	Rehearsal 1:00pm-3:15pm	Rehearsal 1:00pm-3:00pm	Rehearsal 1:00pm-3:00pm			Rehearsal 1:00pm-?	Rehearsal 1:30pm-?
	Break 3:15pm-3:45pm	Break 3:15pm-3:45pm	Break 3:00pm-3:30pm	Break 3:00pm-3:30pm	Rehearsal 1:00-5:00	Rehearsal 12:45-5:00	Dress Rehearsals in Civic Center Theatre 1:00 - ? Scheduled by Chairpersons	
	Rehearsal 3:45pm-5:45pm	Rehearsal 3:45pm-5:45pm	Rehearsal 3:30pm-5:45pm	Rehearsal 3:30pm-5:45pm			*** 7:30 PM - JAZZ NIGHT CONCERT ***	

12:00 MIDNIGHT — CURFEW FOR ALL STUDENTS

Saturday, January 27	Arena Rehearsals 7:00-7:30 8:15-8:45	Arena Rehearsals 9:45-10:15 10:15-10:45	Arena Rehearsals 7:00-7:30 7:30-8:00	Arena Rehearsals 9:45-10:15 11:00-11:30	Arena Rehearsals 7:00-7:30 9:00-9:30	Arena Rehearsals 9:45-10:15 11:45-12:15	Vocal and Instrumental Jazz Attendance at Sessions of Choice

ORGANIZATION REHEARSAL LOCATIONS

Honors Band.....Exhibit Hall C-CC
All-State Band.....Exhibit Hall A-CC
Honors Orchestra.....Cotillion Ballroom-MPM
All-State Orchestra.....Marquette A Ballroom-MPM
Honors Chorus.....Worship Center-UMC
All-State Chorus.....Sanctuary-UMC
Honors Vocal Jazz Ensemble.....Room 200-CC
All-State Vocal Jazz Ensemble.....3rd-Floor Rehearsal Room-CC
Honors Jazz Combo.....Altofer Room-CM
Honors Jazz Band.....LaSalle Ballroom-MPM
All-State Jazz Band.....Cheminee Ballroom-MPM

The remainder of the Saturday morning schedule, other than the Arena Rehearsals, will be determined by the Organization Chairperson and the Conductor, prior to dismissal on Friday evening. All-State and Honors Choruses will have additional Saturday morning rehearsals.

We encourage student visits to the Exhibits. This option is also at the discretion of the Chairperson and Conductor. Potential Exhibit hours for All-State students are:

Friday 9:00am – 5:00pm
Saturday 9:00am – 1:00pm

*** 1:00 PM – ALL-STATE CONCERT *** CARVER ARENA AT THE PEORIA CIVIC CENTER *** 3:30 PM – HONORS CONCERT ***

2018 ILMEA ALL-STATE BILLING SHEET AND INVOICE

ILMEA

District 9

Burlington Central High School
44W625 Plato Road
Burlington, IL 60109

Jeffrey D. Nesseth
(847) 464-6030
jeff.nesseth@central301.net

THERE IS A $30 FEE FOR EACH STUDENT PARTICIPANT
Changes/Cancellations must be in writing to the STATE OFFICE along with payment.

BAND	ID	INSTRUMENT
Nicholas Ortiz (11)	277466	Bb Clarinet

TOTALS

BAND: $30

TOTAL AMOUNT DUE: $30.00

Click HERE to print Student/Eligibility Acceptance Form.
(https://www.ilmea.org/site_media/filer_public/2017/11/30/eligibility_acceptance.pdf)

Mail the Student Eligibility/Acceptance Form to:
ILMEA State Office
7270 West College Drive
Suite 201
Palos Heights, IL 60463
(708) 479-4000
Fax: (708) 361-5638
stateoffice@ilmea.org

Payment and Eligibility Acceptance Due Date: January 9, 2018.

1500 - 640
OK TO PAY
DATE 1-16-18
PO# 51800481

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Steve Diversey, Athletic/Activities Director

TO: District 301 Board of Education

DATE: 2/12/18

RE: APPROVAL OF OVERNIGHT TRIP FOR WRESTLERS TO GO TO STATE FINALS

I am requesting the approval of an overnight trip for the Central High School Wrestlers, Austin Macias and Nick Termini Team to attend the IHSA State Competition Thursday - Saturday, Febr. 15-17, 2018. On Thursday, Febr. 15, the coaches and wrestlers will travel to Champaign, IL to compete in the state competition at The State Farm Center in Champaign, IL. The team would like to stay overnight on Thursday, Friday and Saturday. The preliminaries are on Thursday and the Quarterfinals and Semifinals are on Friday and Saturday. The finals are on Saturday night. They will arrive home Sunday at approximately 12:00 noon. The itinerary for the trip is included with this memo.

Thank you for your support of Central High School Athletics and Activites.

Itinerary for trip to Champaign, IL for the IHSA Individual State Finals

2/15/2018-2/18/2018

Thursday 2/15

6:30 a.m. leaving for Champaign

11 a.m. – 5p.m. Assembly Hall for skin check/work out/wrestling

5p.m. checking in to Hampton Inn

Friday 2/16

Attend Assembly Hall for wrestling (wrestling schedule is attached)

Saturday 2/17

Attend Assembly Hall for wrestling (wrestling schedule is attached)

Sunday 2/18

Return to Central HS approximately 12 p.m.

Any questions feel free to contact Coach Govea on his cell phone at 847-344-8821

Tournament Time Schedule

Note: Wrestling in Sessions 1, 2 and 3 shall be continuous. Succeeding rounds of wrestling in these sessions shall commence on the first available mats.

THURSDAY

First Session

11:00 a.m.—Doors will open for Weigh-ins and Skin Checks (1A-2A-3A)
11:30 a.m.—Class 1A-2A-3A Weigh-ins and Skin Checks including hair, nails and special equipment
11:45 p.m.—Officials Meeting @ State Farm Center
12:00 (noon)—Table Workers Meeting – Dining Room
12:15 (approx.)—Open Mats
12:45 p.m.—Close Down Mats
1:00 p.m.—Class 1A Preliminaries (6 mats)
3:00 p.m. (approx.)—Class 2A Preliminaries (6 mats)
5:00 p.m. (approx.)—Class 3A Preliminaries (6 mats)
(Continuous wrestling once wrestling begins at 1:00 p.m.)

FRIDAY

Second Session

6:00 a.m.—Doors open for weigh-ins
6:30 a.m.—All wrestlers in Section B
7:00 a.m.—Class 1A-2A-3A Weigh-Ins
8:30 a.m.—Quarterfinals followed by First Round Wrestlebacks (1A)
11:00 a.m. (approx.)—Quarterfinals followed by First Round Wrestlebacks (2A)
1:30 p.m. (approx.)—Quarterfinals followed by First Round Wrestlebacks (3A)
4:30 p.m.—Regional Reps Meeting @ State Farm Center (or immediately following wrestling)

Third Session

6:00 p.m.—Open State Farm Center Doors to the public
7:00 p.m.—Semifinals Championship Round (1A-2A-3A)

SATURDAY

Fourth Session

6:30 a.m.—Doors open for weigh-ins
7:00 a.m.—All wrestlers in Section B
7:30 a.m.—Class 1A-2A-3A Weigh-Ins
9:00 a.m.—Quarterfinal Wrestlebacks (1A-2A-3A)
11:00 a.m.—Semifinal Wrestlebacks (1A-2A-3A)
1:00 p.m.—3rd-4th-5th-6th matches (1A-2A-3A)
3:30 p.m.—Clear State Farm Center

Fifth Session

4:30 p.m.—Open State Farm Center
5:00 p.m.—Line-up Grand March
5:30 p.m.—Grand March followed by Championship matches (1A-2A-3A) on 3 mats

Starting weight class: 152

Starting weight class determined by drawing during the winter sports bracket drawing.

Note: All place winning wrestlers in each weight class in the Individual Tournament are requested to report following
the respective weight class championship match to the awards stand for presentation of individual awards to be followed
by a group photograph of the place finishers in each respective weight class. All individual weight class champions are to stay in uniform and report following the last weight class presentations for a group photograph of all weight class champions.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Dr. Esther Mongan

TO: Dr. Todd Stirn and District 301 Board of Education

CC: Andrea Keil

DATE: February 20, 2017

RE: Academic Achievement - CHS Math Team Results

Congratulations to Mrs. Andrea Keil and Central's 2018 Math Team on their 2nd place finish at the Fox Valley River Conference 2017 Math Competition. This is Central's second year of competing as this was a new competition for the FY17 school year.

2017-2018 FVRC Math Team Results
Overall Placement: 2nd place

Medalists

Algebra Individual:

Robert DelaCruz	2nd place
Braden Dean	4th place
Saniya Zaidi	6th place

Algebra I Overall Team Placement:
2nd place (see below)

Algebra II Individual:

Rebekah Harness	3rd place
Zimar Siddiqui	3rd place
Faisal Zaidi	5th place
Nick Ortiz	5th place

Algebra II Overall Team Placement:
2nd place (see below)

Calculator Team:

Central Blue	1st place (see below)

Freshman/Sophomore 8 person Team

Central Blue	2nd place (see below)

Junior/Senior 8 person Team

Central Blue	2nd place (see below)

Geometry Individual:

Sonya Grewal	3rd place
Ryan Joseph	4th place
Adam Payton	6th place
Nick Brigante	6th place
Owen Rezabek	6th place
Luka Filipac	6th place

Geometry Overall Team Placement:
2nd place (see below)

Pre-Calculus Individual:

Matt Cilano	2nd place
Sarah Ziwiski	4th place
Reilly Brennan	5th place

Pre-Calculus Overall Team Placement:
2nd place (see below)

Freshman/Sophomore 2 person team
3rd place (Rahil Kapur; Robert DelaCruz)

Junior/Senior 2 person team
2nd place (Nathan Sajdak; Tristan Schulz)

CENTRAL
UNIT SCHOOL DISTRICT 301

2017-2018 FVRC Math Team

Algebra I - Individual

Saniya Zaidi
Braden Dean
John Huaracha
Amanda Schulz
Jake Vanoss
Robert DelaCruz
Ellie Neybert

Geometry - Individual

Luka Filipac
Sonya Grewal
Dylan Empleo
Owen Rezabek
Ryan Joseph
Nick Brigante
Adam Payton

Algebra II - Individual

Nick Ortiz
Ambika Salwan
Zimar Siddiqui
Rebekah Harness
Ashlie Delacruz
Faisal Zaidi
Luke Tosello

Pre-Calculus - Individual

Reilly Brennan
Tristan Schulz
Nathan Sajdak
Matt Cilano
Sarah Ziwiski
Alissa Milbrant
Olivia Smith

8 Person Fr/Soph

Blue	White
Braden Dean	John Huaracha
Saniya Zaidi	Amanda Schulz
Robert DelaCruz	Ellie Neybert
Jake Vanoss	
Lauren Leegard	Sonya Grewal
Jake Schmitt	Rahil Kapur
Dylan Empleo	Owen Rezabek
Luka Filipac	Isabella Battaglia

2 Person Fr/Soph

Rahil Kapur
Robert DelaCruz

8 Person Jr/Sr

Blue	White
Nick Ortiz	Ashlie Delacruz
Zimar Siddiqui	Faisal Zaidi
Rebekah Harness	Justin Hupe
Ambika Salwan	Luke Tosello
Tristan Schulz	Afnan Amdeen
Matt Cilano	Sarah Ziwiski
Reilly Brennan	Alissa Milbrant
Nathan Sajdak	Olivia Smith

2 Person Jr/Sr

Nathan Sajdak
Tristan Schulz

Calculator Team

Blue-Reilly Brennan, Matt Cilano, Nick Ortiz
Sonya Grewal, Braden Dean
White-Sarah Ziwiski, Zimar Siddiqui,
Rebekah Harness, Ryan Joseph, John
Huaracha

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Dr. Esther Mongan, Assistant Superintendent

TO: District 301 Board of Education & Dr. Todd Stirn

DATE: February 20, 2018

RE: English III Textbooks

Textbook for English III - total cost $39,561.72

- Student materials - 120 copies - Advanced Language and Literature - $84.99 - $10,198.80 (classroom set).
- LaunchPad for Advanced Language and Literature (6 yrs.) - $30.00 @120 - $3,600 (classroom set).
- Launch Pad for Advanced Language and Literature (6 yrs.) - $89.24 @ 280 - $24,987.20 (student licenses in addition to class set license).
- Free materials -Teacher's edition (5 copies); Teacher resource Flash Drive (5 copies); ExamView Assessment Suite (5 copies) - $0.00.
- Estimated Shipping - $775.72.

Rationale:

This textbook provides upgrades from current resource which expires at the end of this school year. Recommendation to not renew from Department Chair, Edwards and English department due to the inability of the textbook to talk to our Learning Management System (LMS) - CANVAS without a $10,000 ingestion fee per program plus an additional $72.35 per student. Rigor of new program and usage of LMS is large benefit to the Advanced Language and Literature, in addition to the following:

1. Material in the new platform is more rigorous.
2. Technological performance of the current platform is unreliable. Numerous issues have been preventing our teachers from using the current platform as portions are underdeveloped and unsupported.
3. Organization of the material in the current platform is less effective, meaning that we have to do a lot of jumping around within the resource while teaching.
4. While technological performance of the new platform is an unknown quantity, material in the new platform is more coherently organized with higher interest readings.
5. Instruction within the new platform is more coherently organized, using a scaffolding approach to skill development.
6. Current platform will work with Canvas without additional expense.

Request for Proposals



E-Rate WAN

February 12, 2018

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E-Rate WAN

1. Background

1.1. The Central Community Unit School District 301 ("District") serves 4,200 students in seven schools in the 86-square-mile school district, which is comprised of one high school (grades 9-12), one middle school (grades 8), one middle school (grades 6-7), three elementary schools (grades K-5), and one elementary school (grades preK-5). General information about the District can be found on the District's website at central301.net.

1.2. Definitions:

1.2.1. "District" refers to Central Community Unit School District 301.

1.2.2. "Vendor", "Bidder", or "Proposer" refers to a firm or organization submitting a proposal for this project.

1.2.3. "Contractor" refers to the proposer who is awarded the contract for this engagement.

1.2.4. "RFP" refers to this Request for Proposals.

1.3. Proposal Deadlines

1.4. Electronic proposals should be submitted via E-mail to Brian Tobin at brian.tobin@central301.net, not later than 2:00 pm CT, Tuesday, March 13, 2018.

1.5. Any questions on the services requested through this document should be emailed to Brian Tobin at brian.tobin@central301.net, no later than 5:00 pm CT, Tuesday, February 20, 2018. Responses will be posted on the District's Web site afterward. Scanned copies of certifications are acceptable.

1.6. Site Visit: District staff will be available for a site visit on Tuesday, February 20, 2018, starting 1:00 pm. Meet at Central Middle School. The site visit is non-mandatory, prospective contractors are encouraged to attend, to educate themselves on the site and building conditions for the project.

2. WAN Services

2.1. The District may leverage E-Rate funding, for financial assistance in the procurement of some of this equipment and services.

2.1.1. If budgets allow, all services and network equipment herein will be procured with or without E-Rate funding.

2.2. Only vendors with an active Service Provider Identification Number (SPIN) number will be considered. To obtain a SPIN number, see

http://www.usac.org/sl/service-providers/step01/default.aspx. Enter the SPIN number in Table 13.

2.3. **WAN Connection to Lily Lake Elementary** – Central Community Unit School District 301 (District) has a requirement to provide a high bandwidth, highly reliable, and resilient Wide Area Network (WAN) link between the main campus and Lily Lake Elementary School, per the locations listed in Table 1.

2.3.1. Three origin points are listed in Table 1 below and shown on Exhibit 1.

2.3.1.1. Primary Route originates as a fusion splice into the existing District fiber which is currently under construction along Plato Road. There is a hand-hole being constructed approximately 300 feet west of the intersection of Route 47 and Plato Road, on the southwest side of the intersection. Contractors can splice into this fiber that runs into Central Middle School. The fiber would run south along Route 47 and end at the main network room (MDF) in Lily Lake Elementary School.

2.3.1.2. Originate in the main network room in Central Middle School, run east along Plato Road to Route 47, run south along Route 47 and end at the main network room in Lily Lake Elementary School.

2.3.1.3. Originate in the main network room in Central High School, run west along Plato Road to Burlington Road. Run south along Burlington Road until it intersects Route 47. Run south along Route 47 and end at the main network room (MDF) in Lily Lake.

Table 1 – Network WAN Locations

Note: All facilities are in Burlington, Illinois, unless notes otherwise.

Location	Address
Origination Points (Contractor to Select One of these Origin Points)	
Hand-Hole for fiber line, currently under construction west of Route 47 at Plato Road (Primary Route)	Route 47 and Plato Road Burlington, IL
Central Middle School (Alternate Route 1)	44W303 Plato Road Burlington, IL 60109
Central High School (Alternate Route 2)	44W625 Plato Road Burlington, IL 60109
Destination	
Lily Lake Elementary School	5N720 Route 47 Maple Park, IL 60151

2.4. **Term of the Agreement** – The District will evaluate 5-year, 10-year, and 20-year agreements for these WAN services. Proposers are required to provide ongoing maintenance and support, when providing network services (Network Operations Center services) throughout the term of the agreement. The 5-year agreement will also require five one-year options for renewal at the sole discretion of the District.

2.5. Proposed WAN Network Summary

2.5.1. To upgrade the existing WAN infrastructure connecting the District's central campus and Lily Lake Elementary School. The District desires to consider **Leased Lit Fiber Service, Leased Dark Fiber, Self-Provisioned Network or Non-Fiber Transport – Services Provided Over a Third-Party Network** for connections between its sites.

2.5.1.1. Option 1 is a fully managed **Leased Lit Fiber Service,** where the Service Provider would provide a fully managed service at the level of bandwidth stated by the District over Service Provider-owned or -controlled fiber. The **Leased Lit Fiber Service** should include all equipment, maintenance of equipment, and maintenance and operations of the fiber infrastructure.

2.5.1.2. Option 2 is **Leased Dark Fiber,** where the third-party owner of the fiber would lease to the District OS2 single-mode fiber between the applicant's desired points of service. The District will be responsible for procuring the electronic equipment necessary to provision the service and for maintenance and operations of the equipment. The lessor will be responsible for maintenance and operations of the fiber.

2.5.1.2.1. Provide estimated decibel (dB) loss calculations for the fiber run between facilities.

2.5.1.3. Option 3 is **Self-Provisioned Network** where the Contractor would furnish and install OS2 single-mode fiber between the applicant's desired points of service. The District shall own the fiber, and shall be responsible for maintenance and operations, after the completion of the construction. The District shall be responsible for furnishing, installing and maintaining the electronic equipment at each facility necessary to provision the service, and for maintenance and operations of the equipment.

2.5.1.4. Option 4 is **Non-Fiber Transport – Services Provided Over Third-Party Network.** This option is for non-fiber leased services provided over a third-party network that will meet the District's *current* and *future* bandwidth requirements. Vendor must specify the technology proposed.

2.6. General Configuration & Requirements

2.6.1. Under each of the requirements of Section 1.5.2 through 1.5.6, provide a brief description of the method(s) by which the proposer will provide for the District's requirement.

2.6.2. **Wide Area Network Locations** - Central School District 301 has a requirement for a flexible, high bandwidth, highly reliable, and resilient Wide Area Network (WAN) link between the locations listed in Table 1. The District is seeking pricing on a wide variety of access sizing.

2.6.2.1. A minimum of 1Gb of available bandwidth to all edge locations. Provide pricing for 1Gb, 2Gb, 3Gb, 5Gb and 10Gb bandwidth to all locations.

2.6.2.1.1. The ability to provide up to fifteen VLANs of varying speed within each segment of the WAN service.

2.6.2.1.2. These VLANs may be configured by the vendor at the direction of the District.

2.6.2.1.2.1. Please describe the method the District would use to request an add, change, or deletion to a VLAN.

2.6.2.1.2.2. Please provide the Service Level Agreement the District can expect for the implementation duration of an add, change, or deletion of a VLAN.

2.6.2.1.3. Bandwidth guarantees and priorities per VLAN may vary.

2.6.2.1.4. Please describe available bandwidth allocation methods of the service.

2.6.2.1.5. Please describe any significant limitations to the allocation of bandwidth by VLAN.

2.6.2.2. Describe the network's resiliency characteristics if the link from the provider network core to any of the District's two hubs were to fail.

2.6.2.3. A service-level agreement (SLA) for network availability of at least 99.99%.

2.6.2.4. The District has implemented a Voice-over-IP (VoIP) system, and the network must support an end-to-end QoS implementation with QoS packets passed through the network.

2.6.2.4.1. Please include Quality of Service at the Core sites in your response.

2.6.2.4.2. Please explain how your Class of Service offering functions.

2.6.2.4.2.1. Is it packet-level?

2.6.2.4.2.2. Are all priority tags passed through as part of the service?

2.6.2.5. The vendor shall state whether the service at these locations can be installed, tested and accepted by the District by June 30, 2018.

2.6.2.6.1. Provide a discussion of the implementation and testing process, including the latest possible agreement date from which the provider will guarantee service availability by June 30, 2018.

2.6.2.7. The WAN must be a turnkey offering. The vendor must provide complete installation of the WAN, including extending the WAN inside District buildings from any entry or demarcation point to the designated District communications room. Vendor will be responsible for all building penetrations, interior conduit, interior pull boxes, computer room racking, fiber enclosures and fiber terminations.

2.6.3. **Growth Flexibility** – Given the extended term of this agreement, the District has a requirement for growth flexibility. Describe the process for expansion of bandwidth for all the facilities sizes listed in the Pricing section of this document. Be specific about timing, down-time, and cost of moving to larger access facilities. The District will not extend the period of the initial contract to secure these expanded facilities, nor will the District accept financial penalties for increasing bandwidth.

2.6.4. The vendor must provide ongoing maintenance and repair of the WAN, on a 24/7/365 basis, for the term of the agreement. Pricing for this service is to be <u>included</u> in the proposed costs detailed in Tables 2 through 5. **Provide a copy of a sample Maintenance Agreement.** The Maintenance Agreement must include an SLA for a major outage response time not to exceed four-hours. Repeated violation of this SLA will allow the District to cancel the agreement. “Repeated violation” is defined as 3 or more outages of a least 30 minutes in a 30-day period or 6 outages of at least 30 minutes in any 180-day period. Any violation will allow the District to receive invoice relief commensurate with impact from service outage. Vendor to provide table of service outage impact and associated invoice relief. The District is interested in a 4-hour response time. Contractor shall respond whether it can provide this response time.

2.6.5. Provide detail on the timing and method of payment from the District for the WAN services – up-front construction and/or installation costs, annual or monthly payments for service, annual or monthly payment for maintenance and repair, etc. Understand that neither the District

nor the vendor can submit invoices for service to USAC prior to July 1, 2018. The District and vendor may submit invoices for one-time installation cost starting after January 1, 2018. However, the District would prefer to minimize one-time installation cost.

2.7. Requirements specific to Leased Dark Fiber and Self-Provision Network Options

2.7.1. In advance of installation, Contractor must submit, for District approval, site maps with the locations where they are proposing their fiber will be running from the rights-of-way and entering District buildings. Include possible locations for hand-holes. All underground fiber MUST be directionally bored and, if run on the exterior of District buildings, must be installed in appropriately sized conduit and junction boxes. District must approve installation methods prior to installation.

2.7.2. Comply with Kane County Division of Transportation requirements for conduit and cable installation.

2.7.2.1. Contractor shall submit its final design drawings to Kane County Division of Transportation for Utility Permit prior to beginning construction.

2.7.2.2. Follow Kane County Division of Transportation Permit Regulations and Access Control Regulations.

2.7.2.2.1. Longitudinal lines within the right-of-way shall be located within two (2) feet of the right-of-way line and parallel to the right-of-way line.

2.7.2.2.2. Installation shall have a minimum cover of 42 inches.

2.7.3. The Contractor is required to mark its proposed path for underground fiber with white paint, contact JULIE and provide dig numbers to the District at least 72 hours before installing the underground fiber. The District will locate "private" utilities (like site lighting or irrigation mains). If the Contractor damages any existing underground utilities, conduits, or other underground structures, the Contractor will immediately mark the area and contact the District project manager.

2.7.4. The Contractor must abide by all NEC, TIA/EIA standards and manufacturer guidelines for the installation of Fiber-Optic Cabling, the electrical grounding of telecommunications equipment and installation of associated racks, cabinets, and other equipment needed for this project.

2.7.5. For new pathway, provide directionally bored SDR-11 HDPE conduit, smooth wall inside and out, minimum 1 1/4” diameter, as pathway for fiber.

2.7.6. Install OS2 single-mode fiber-optic cabling, capable of supporting future speeds up to 100 Gb. Single mode cabling that is ITU-T G.655/6 compliant is required.

2.7.6.1. For Leased Dark Fiber, provide pricing for 2-strand, 4-strand and 6-strand and 12-strand connections.

2.7.6.2. For Self-Provisioned Network, provide 12 strands of fiber.

2.7.6.3. Provide loose-tube construction, and jacket and water blocking capable of withstanding conditions where the fiber cable is installed. Submit name of manufacturer, type and model of fiber cable with proposal.

2.7.6.4. Terminate and test all strands of fiber.

2.7.6.5. Extend and terminate fiber in the main network room of each facility, on network racks or in network cabinets. Terminate in a rack-mounted enclosure. District shall determine final rack termination location in each main network room.

2.7.6.5.1. Provide LC connectors at each end.

2.7.7. Fusion splice all strands at all splice points along the pathway between buildings.

2.7.8. Existing fiber is being installed along Plato Road, between Central Middle School and Prairie Knolls Middle School in a separate project. The Primary Route calls for the pathway to originate at a hand-hole for the existing fiber along Plato Road, west of Route 47. If the Contractor chooses the Primary Route, perform the following work:

2.7.8.1. Pretest all existing strands of fiber with an OTDR tester. Record test results.

2.7.8.2. Fusion splice new fiber into one 12-strand tube of the existing fiber cable.

2.7.8.3. Enclose the spliced tube of fiber, and all existing fiber in a weatherproof splice case. Include protection of fibers which have not been cut and the non-spliced end of the existing fiber that was fusion-spliced. The existing fiber cable contains at least 96 strands of fiber.

2.7.8.4. Re-test all strands of existing fiber, whether fusion spliced or not, with OTDR tester. For any existing strands that experience a greater than 0.2 dB drop from the initial test, re-terminate or repair and retest until less than 0.2 dB drop is tested from the initial test.

2.7.9. Provide secure 30” x 48” x 24” deep hand-holes at the following points:

2.7.9.1. At property line, near school property

2.7.9.2. At splice points along the route

2.7.9.3. Every 1,000 feet, minimum

2.7.9.4. At street crossings

2.7.9.5. Where the route has accumulated 270 degrees of directional change.

2.7.9.6. Secure handholes with locking covers and tamper-proof penta-head bolts.

2.7.9.7. Provide 5/8" x 8' grounding rod.

2.7.9.8. Provide 18" minimum of ½" stone base beneath hand-hole.

2.7.10. Provide #12 AWG locator wire within all non-metallic conduit. Ground locator wire to grounding rod in hand-holes, and to telecommunications ground within buildings.

2.7.11. Provide telecommunications grounding for all conduits entering buildings per TIA/EIA standards.

2.7.12. Provide rigid metallic conduit for a conduit entering buildings above ground.

2.7.13. Provide Painted Metallic Galvanized 16" x 16" x 8" deep NEMA 4X junction box for use in exterior above ground applications, where conduit enters buildings.

2.7.14. All outdoor cabling entering shall be in rigid conduit after entering buildings, unless cabling is changed to a cable-type that is acceptable for interior use at the building entrance.

2.7.15. Interior cabling

2.7.15.1. Interior-grade cabling not in conduit shall be plenum-rated and shall either have an armored jacket or be protected by plenum-rated inner duct.

2.7.15.2. Cabling running below ceiling in finished areas shall by in metallic raceway, with finish-color selected to match surrounding finishes. District to approve type and color of raceway.

2.7.15.3. Maintain 40-percent fill rate for conduit or raceway sizing.

2.7.15.4. All walls to deck shall be treated of fire walls. Provide metal conduit sleeves and removable firestopping to fill sleeves. Anchor sleeves to walls.

2.7.15.5. Provide proper supports for cabling within buildings, either conduit, or J-hooks at 4 to 5 feet on center.

2.7.15.6. Provide conduit sleeves and removeable firestopping where conduit penetrates all interior walls to deck. Anchor sleeves to walls.

2.7.16. Label cabling at hand-holes, entrances to building, entrance to main network room, junction boxes, and in front and back of enclosures.

2.7.17. Provide 25 feet of service loop at ends of fiber.

2.7.18. Provide 50-foot coils of fiber in every second hand-hole. Provide one coil per 2,000 feet minimum.

2.7.19. Cable, risers, jumpers and supports shall be installed in a workmanlike manner, following industry best practices, subject to final approval by the Owner's PM. Cabling that is not approved shall be replaced at the Contractor's expense.

2.7.19.1. Installation shall comply with the minimum bend radius per the fiber manufacturer.

2.7.19.2. Comply with manufacturer's guidelines for maximum pulling tension during installation.

2.7.19.3. Interior cabling shall not rest on light fixtures, ceiling tiles, or be supported by other utility conduits.

2.7.20. Provide patch cords at each end of the same manufacturer and type as the installed single-mode fiber, in lengths as specified by Owner (maximum length up to 15 feet). Patch cables to be assembled by manufacturer-approved vendor, and laboratory pre-tested.

2.7.21. Contractor must be a member of Joint Utility Locating Information for Excavators (JULIE) and register all installed fiber-optic cable under JULIE.

2.7.22. Test all fiber strands for continuity and performance. Test all terminated fiber strands with an Optical Loss Test Set (OLTS) to minimum Tier 1 Certification per TIA TSB140 bulletin. In addition, test with an Optical Time Domain Reflectometer (OTDR) tester for TIA Tier 2 Certification. Provide test results from both devices. Test to the exceed the following attenuation loss budget:

2.7.22.1. At 1310nm, 0.34 dB/km or less

2.7.22.2. At 1550nm, 0.25 dB/km or less

2.7.22.3. Per fusion splice, 0.07 dB/km or less

2.7.22.4. Per LC connector, 0.24 dB or less

2.7.22.5. Each test Record shall contain a minimum of the following data:

2.7.22.5.1. Project Name:

2.7.22.5.2. Contractor Company Name

2.7.22.5.3. Contractor Technician Name

2.7.22.5.4. Date and Time Measurements were taken

2.7.22.5.5. Cable Identifier, Buffer Tube ID, optic strand ID and Fiber Type;

2.7.22.5.6. Wavelength of test 1310nm and 1550nm

2.7.22.5.7. Measurement direction

2.7.22.5.8. Loss Budget, Connector, Cable and splices

2.7.22.5.9. Loss measurement

2.7.22.5.10. Full Data Graphics (Curve) with all events in the optic path identified.

2.7.22.5.11. Test Equipment, Model, Serial Number and Certification date

2.7.22.5.12. Measurements shall have a precision through one significant decimal place, minimum

2.8. Requirements Specific to Transport Only – No ISP Service

2.8.1. Describe the proposed solution in enough detail for the District to evaluate its suitability.

2.8.1.1. Include type of transmission media (wireless, copper, coaxial).

2.8.1.2. Describe the upper bandwidth limit of the proposed solution.

2.8.1.3. Provide a drawing for any solutions requiring new cable installation.

2.8.1.4. For proposed structures or equipment mounted on the outside of buildings, provide equipment and mounting details.

2.8.1.5. For cabling inside buildings, follow the guidelines of section 2.6 for interior cabling and pathway.

2.9. Bonding

2.9.1. Within seven days of the date of the Notice of Award, the successful contractor shall sign a formal contract with the Board of Education and shall provide a Performance Bond, in the full amount of the contract. The bond shall be in accordance with AIA Document A311. The contractor shall pay the cost of premiums for said bond. The bond shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bond, if not officers, shall be attached thereto.

2.9.2. The Performance Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the Board of Education and shall indemnify the Board of Education from any liability or loss resulting to the Board of Education from any failure of the contractor fully to perform each or all said duties.

2.10. INSURANCE REQUIREMENTS

2.10.1. The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the Board of Education:

2.10.2. MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

2.10.3. All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the Board of Education.

2.10.4. With respect to the insurance required herein, the contractor shall provide such insurance naming the Board of Education, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the institution from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

2.10.5. It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the Board of Education.

2.11. Alternate Pricing

2.11.1. Alternate 1: For Leased Dark Fiber: provide alternate pricing for network electronic equipment for all fiber end connections. The District currently uses Juniper routing equipment. The network electronic equipment shall be Juniper or equivalent. Design switches

models and SFP modules to provide proper connectivity for the length and decibel loss calculations of each run between facilities. Provide technology refresh for equipment every five years during the term of the lease.

2.11.1.1. This Alternate is **mandatory** for contractors submitting proposals for Leased Dark Fiber.

2.11.2. Alternate 2: For Self-Provisioned Network: provide alternate pricing for network electronic equipment for all fiber end connections. The District currently uses Juniper routing equipment. The network electronic equipment shall be Juniper or equivalent. Design switches models and SFP modules to provide proper connectivity for the length and decibel loss calculations of each run between facilities. Provide technology refresh for equipment every five years during the term of the lease.

2.11.2.1. This Alternate is **mandatory** for contractors submitting proposals for Self-Provisioned Network.

2.12. Describe how the proposed services will be deployed, specifically the process of conversion from the existing to the new network. If new construction of entry facilities or backbone network is required, describe the process to implement the services. Specifically, comment on the use of any sub-contractors in the provision of the services.

2.13. The District will evaluate all responses to this document based on the following criteria:

2.13.1. Total cost of ownership

2.13.2. Technical configuration

2.13.3. Provider references

2.13.4. Service and support

2.13.5. Provider implementation plan

2.14. Vendors shall be prepared to answer questions from the District and Consultant and enter into a contract with the District the week of March 12, 2018.

2.15. Complete the following the tables. Fill in those tables that are applicable to your proposal. Before each group of tables, select the origin point for the connection.

2.15.1. Table 2 - Network Pricing – 5-year WAN Agreement – Leased Lit Fiber

2.15.1.1. Complete Table 2 below for WAN connectivity, based on a 5-year agreement, with five (5) one-year renewals at the sole discretion of the District.

2.15.2. Table 3 – Network Pricing - 10-year WAN Agreement – Leased Lit Fiber

2.15.3. Table 4 – Network Pricing – 20-year WAN Agreement – Leased Lit Fiber

2.15.4. Table 5 - Network Pricing – 5-year WAN Agreement – Leased Dark Fiber

2.15.4.1. Complete Table 5 below for WAN connectivity, based on a 5-year agreement, with five one-year renewals at the sole discretion of the District.

2.15.5. Table 6 – Network Pricing - 10-year WAN Agreement – Leased Dark Fiber

2.15.6. Table 7 – Network Pricing - 20-year WAN Agreement – Leased Dark Fiber

2.15.7. Table 8 – Self-Provisioning Network

2.15.8. Table 9 – Network Pricing - 5-year WAN Agreement – Non-Fiber Transport – Services Provided Over a Third-Party Network

2.15.9. Table 10 – Network Pricing - 10-year WAN Agreement – Non-Fiber Transport – Services Provided Over a Third-Party Network

2.15.10. Table 11 – Network Pricing - 20-year WAN Agreement – Non-Fiber Transport – Services Provided Over a Third-Party Network

2.15.11. Table 12 – Alternates

Note: For Tables 2 through 4 – Leased Lit Fiber, Contractor to indicate origin point for connection:

_____ Central Middle School (Alternate Route 1)

_____ Central High School (Alternate Route 2)

Leased Lit Fiber will originate in either the Central Middle School or the Central High School. The Hand-Hole west of Route 47 at Plato Road is not available for Lease Lit Fiber.

Table 2 – Network Pricing – 5-year WAN Agreement – Leased Lit Fiber

Edge Bandwidth Locations	One-Time Installation Cost	Ongoing Monthly Cost	Bond	Total 60-month Cost	Total 12-month Renewal Cost
1 Gb					
2 Gb					
3 Gb					
5 Gb					
10 Gb					

Table 3 – Network Pricing – 10-year WAN Agreement – Leased Lit Fiber

Edge Bandwidth Locations	One-Time Installation Cost	Ongoing Monthly Cost	Bond	Total 120-month Cost
1 Gb				
2 Gb				
3 Gb				
5 Gb				
10 Gb				

Table 4 – Network Pricing – 20-year WAN Agreement – Leased Lit Fiber

Edge Bandwidth Locations	One-Time Installation Cost	Ongoing Monthly Cost	Bond	Total 240-month Cost
1 Gb				
2 Gb				
3 Gb				
5 Gb				
10 Gb				

Note: For Tables 5 through 7 – Leased Dark Fiber, Contractor to indicate origin point for connection:

_____ Hand-Hole for fiber line, currently under construction

west of Route 47 at Plato Road (Primary Route)

_____ Central Middle School (Alternate Route 1)

_____ Central High School (Alternate Route 2)

Table 5 – Network Pricing – 5-year WAN Agreement – Leased Dark Fiber

Edge Locations # Fibers	One-Time Installation Cost	Ongoing Monthly Cost	Bond	Total 60-month Cost	Total 12-month Renewal Cost
2 Fibers					
4					
6					
12					

Table 6 – Network Pricing – 10-year WAN Agreement – Leased Dark Fiber

Edge Locations # Fibers	One-Time Installation Cost	Ongoing Monthly Cost	Bond	Total 120-month Cost
2 Fibers				
4				
6				
12				

Table 7 – Network Pricing – 20-year WAN Agreement – Leased Dark Fiber

Edge Locations # Fibers	One-Time Installation Cost	Ongoing Monthly Cost	Bond	Total 240-month Cost
2 Fibers				
4				
6				
12				

Note: For Table 8 – Self-Provisioned Network, 12 Strand Fiber, Contractor to indicate origin point for connection:

_____ Hand-Hole for fiber line, currently under construction west of Route 47 at Plato Road (Primary Route)

_____ Central Middle School (Alternate Route 1)

_____ Central High School (Alternate Route 2)

The District would like to take advantage of the Special Construction provision, allowing the District to pay the non-discount share of the special construction charges in installments over a period of four years. Please indicate the Contractor willingness to provide an installment plan. Declining to provide an installment plan does not preclude the Contractor from submitting a proposal for a Self-Provisioned Network.

Table 8 – Network Pricing – Self-Provisioned Network

Edge Locations # Fibers	One-Time Installation Cost	Installment Plan?
2		
4		
6		
12		

Note: For Tables 9 through 11 – Non-Fiber Transport, Contractor to indicate origin point for connection:

_____ Hand-Hole for fiber line, currently under construction

west of Route 47 at Plato Road (Primary Route)

_____ Central Middle School (Alternate Route 1)

_____ Central High School (Alternate Route 2)

Table 9 – Network Pricing – 5-year WAN Agreement – Non-Fiber Transport – Services Provided Over a Third-Party Network

Edge Bandwidth Locations	One-Time Installation Cost	Ongoing Monthly Cost	Bond	Total 60-month Cost	Total 12-month Renewal Cost
1 Gb					
2 Gb					
3 Gb					
5 Gb					
10 Gb					

Table 10 – Network Pricing – 10-year WAN Agreement – Non-Fiber Transport – Services Provided Over a Third-Party Network

Edge Bandwidth Locations	One-Time Installation Cost	Ongoing Monthly Cost	Bond	Total 120-month Cost
1 Gb				
2 Gb				
3 Gb				
5 Gb				
10 Gb				

Table 11 – Network Pricing – 20-year WAN Agreement – Non-Fiber Transport – Services Provided Over a Third-Party Network

Edge Bandwidth Locations	One-Time Installation Cost	Ongoing Monthly Cost	Bond	Total 240-month Cost
1 Gb				
2 Gb				
3 Gb				
5 Gb				
10 Gb				

Table 12 – Alternates

Notes:

*Alternate 1 is **mandatory** for contractors submitting proposals for Leased Dark Fiber.*

*Alternate 2 is **mandatory** for contractors submitting proposals for Self-Provisioned Networks.*

Alternate	One-Time Installation Cost	Ongoing Monthly Cost	Bond	Total 60-month Cost	Total 120-month Cost	Total 240-month Cost
1 – Electronic Equipment for Leased Dark Fiber						
2 – Electronic Equipment for Self-Provisioned Network						

2.16. Provide contact information – name, title, street address, e-mail address, telephone number - for the primary contact for the District for any WAN and Internet services being proposed.

2.16.1. Also provide contact information - name, street address, e-mail address, telephone number - for the immediate supervisor of the primary contact(s).

2.17. Required Tables

2.17.1. Enter information in both of the following tables

2.17.1.1. Table 13 – **SPIN Number** (required)

Table 13 – Service Provide ID (SPIN) Number

Contractor Name	SPIN Number

2.17.1.2. Table 14 – **References** (required)

2.17.1.2.1.1. Using the following table, provide three references for WAN services like those being proposed. Preference will be given to references of school districts, higher education customers or public institutions of similar size and complexity.

Table 14 – WAN References

Reference #1	
Customer Name	
Contact Name	
Contact Address	
Contact Telephone Number	
Contact E-mail	
Installation Date of Comparative System	
Description of Comparative System – please be specific	

Reference #2	
Customer Name	
Contact Name	
Contact Address	
Contact Telephone Number	
Contact E-mail	
Installation Date of Comparative System	
Description of Comparative System – please be specific	

Reference #3	
Customer Name	
Contact Name	
Contact Address	
Contact Telephone Number	
Contact E-mail	
Installation Date of Comparative System	
Description of Comparative System – please be specific	

3. Certifications

3.1. BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Central CUSD 301, 275 South St., Burlington, Illinois, of Kane County, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2014

_____
NOTARY PUBLIC

3.2. COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

_____, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2014

_____
NOTARY PUBLIC

3.3. SEXUAL HARASSMENT POLICY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2014

_____

NOTARY PUBLIC

3.4. EQUAL EMPLOYMENT OPPORTUNITY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2014

_____
NOTARY PUBLIC

3.5. EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

_____ agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then _____ agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2014

_____
NOTARY PUBLIC

3.6. NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Central CUSD 301, 275 South St., Burlington, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

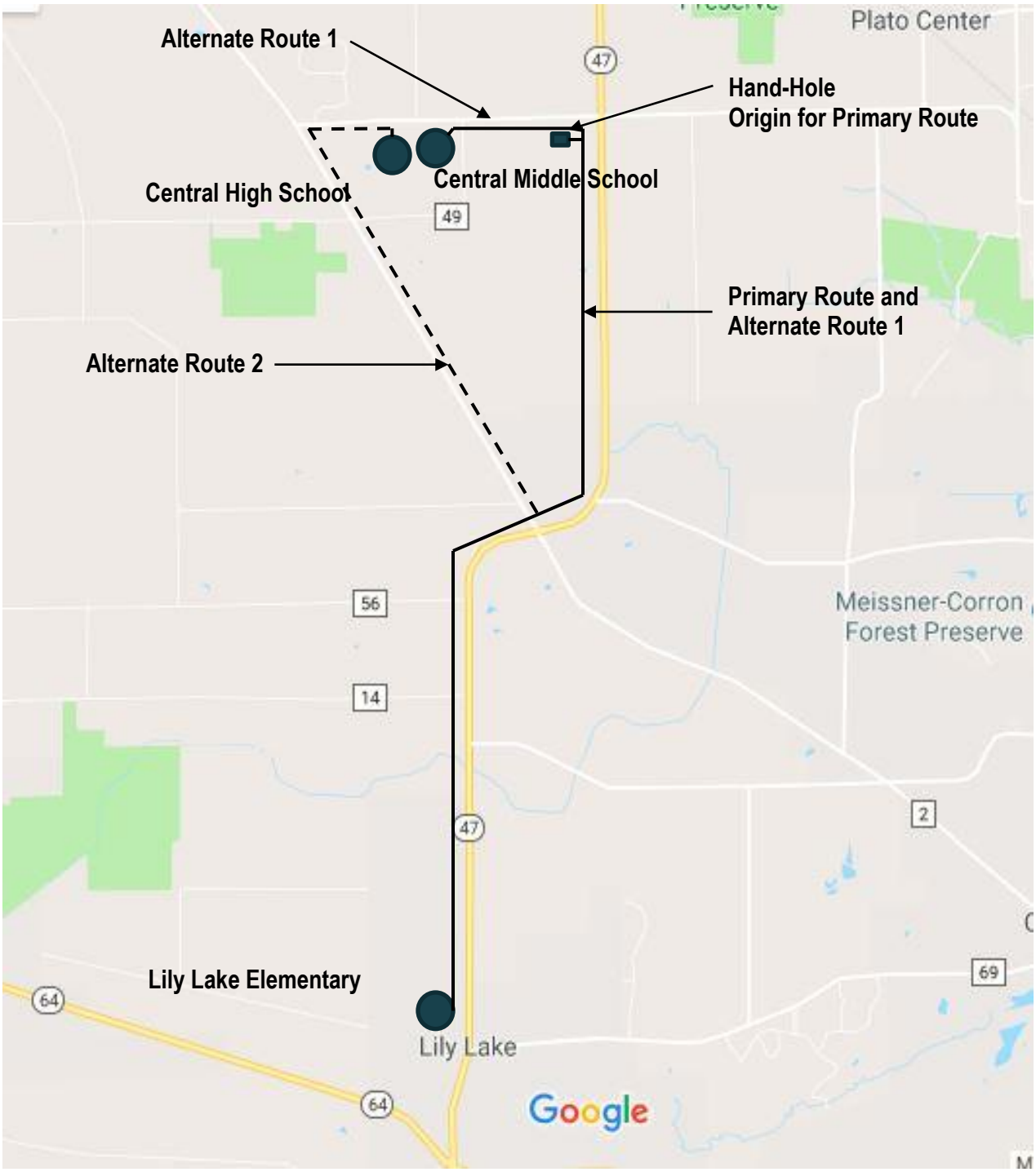
SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2014

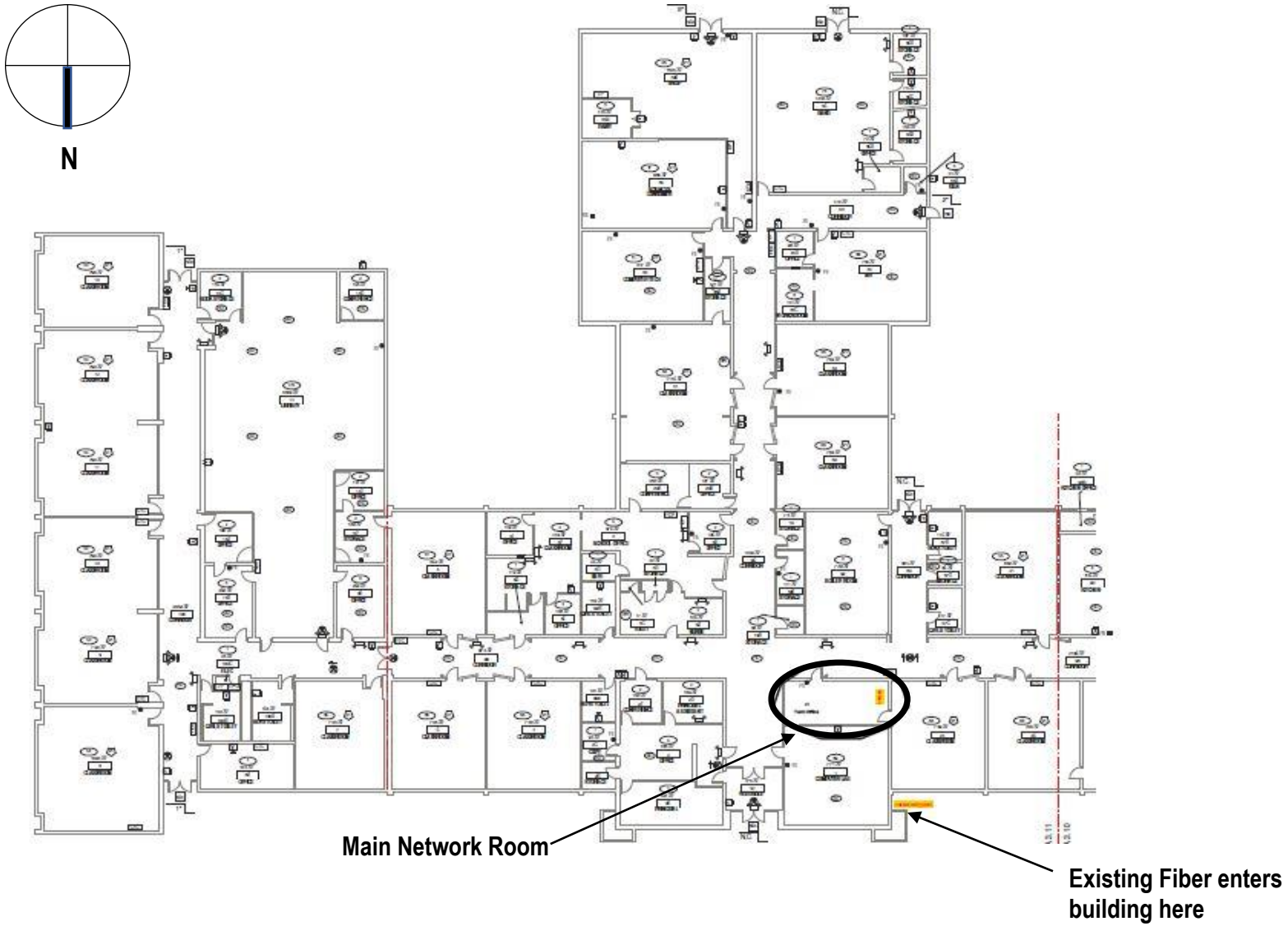
_____
NOTARY PUBLIC

4. Exhibits

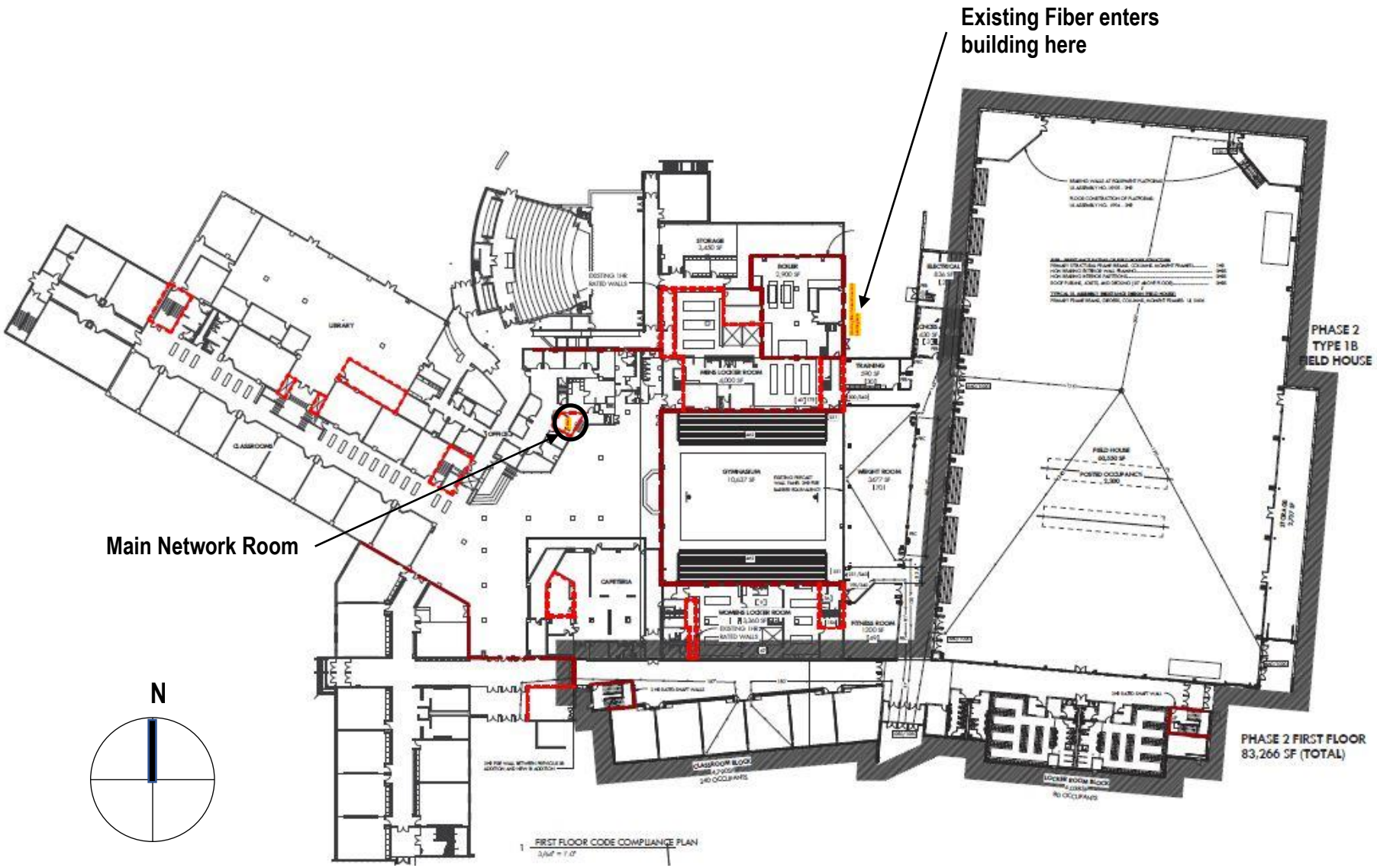
4.1. **Exhibit 1** – Fiber Routes



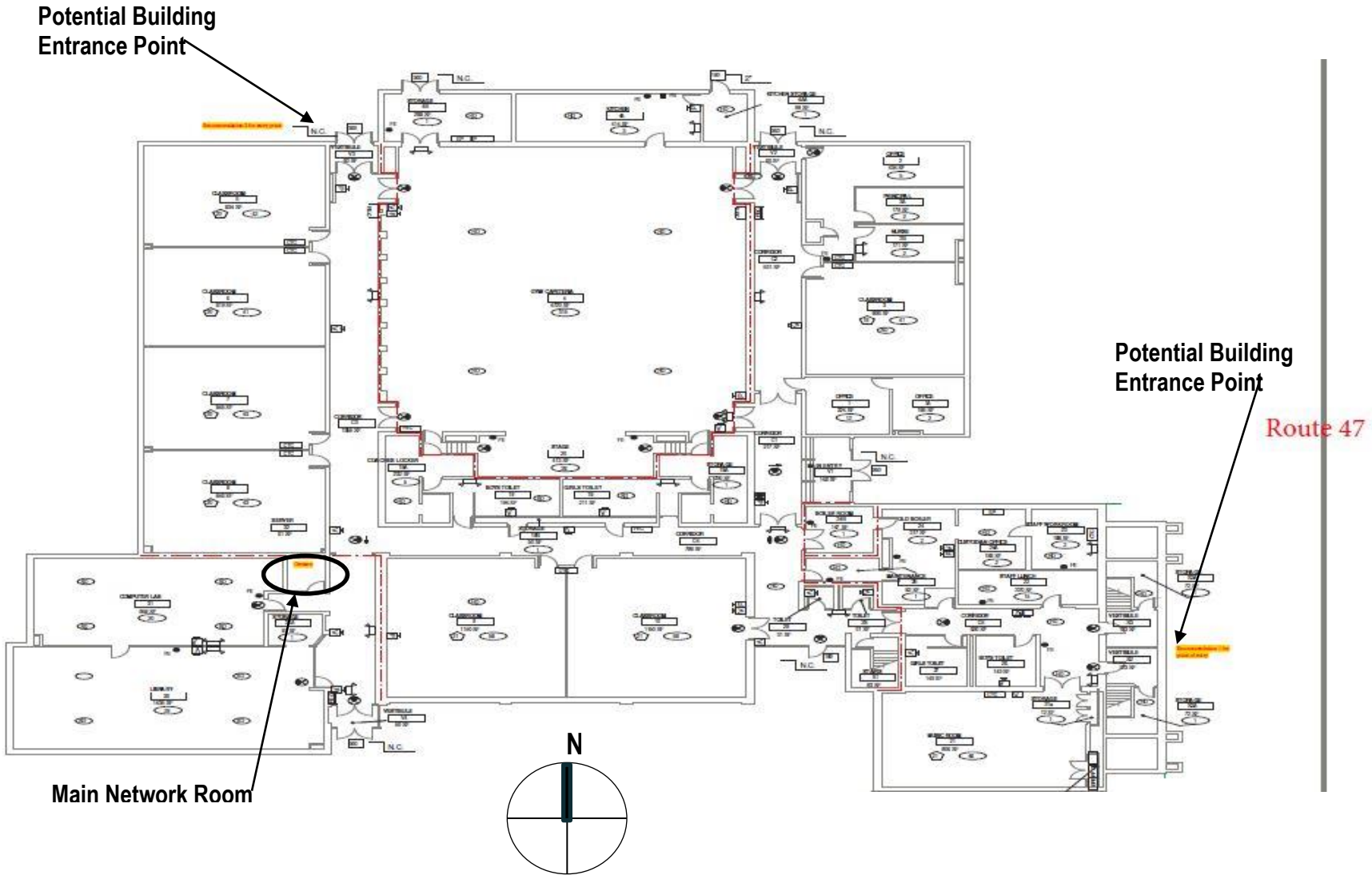
4.2. **Exhibit 2** – Central Middle School – Partial Floor Plan (Alternate Route 1)



4.3. **Exhibit 3** – Central High School – First Floor Plan (Alternate Route 2)



4.4. **Exhibit 4** – Lily Lake Elementary School



Central Community Unit School District 301
Student Enrollment Report

Date February 15, 2018

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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**		**78**	**118**	**100**	**116**	**112**	**95**								**619**	621	-2
	2016		113	100	120	111	98	97								639		
H.B. Thomas	**2017**	**98**	**89**	**105**	**93**	**95**	**77**	**84**								**641**	633	+8
	2016	89	95	88	91	72	81	80								596		
Lily Lake	**2017**		**33**	**27**	**47**	**37**	**34**	**35**								**213**	214	-1
	2016		24	44	32	33	36	31								200		
Prairie View	**2017**		**94**	**118**	**106**	**112**	**104**	**107**								**641**	644	-3
	2016		121	109	108	103	111	81								633		
Prairie Knolls MS	**2017**								**309**	**331**						**640**	638	+2
	2016								325	336						661		
Central MS	**2017**										**338**					**338**	339	-1
	2016										281					281		
Central HS	**2017**											**278**	**286**	**252**	**247**	**1063**	1074	-11
	2016											289	259	259	239	1046		
TOTAL DISTRICT	Head	98	294	368	346	360	327	321	309	331	338	278	286	252	247	4155	**4163**	-8
		89	353	341	351	319	326	289	325	336	281	289	259	259	239	4056		
Special Education																		
Out-of-District		1	0	8	2	5	1	9	2	7	3	2	2	4	12	58		

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	**9**

6th day 2016-207 4005

CENTRAL UNIT SCHOOL DISTRICT 301

Pam Israelson <pam.israelson@central301.net>

Fwd: FOIA Request - Organized Labor Collective Bargaining - School District

1 message

Daina Pflug <daina.pflug@central301.net> Thu, Feb 1, 2018 at 9:04 AM
To: Pam Israelson <pam.israelson@central301.net>, Todd Stirn <todd.stirn@central301.net>

Did you get this?

Thanks.

mailed 2/1/18

Daina Pflug
Business Manager
Central Comm Unit School Dist 301

847-464-4044
847-464-6049 Fax

---------- Forwarded message ----------
From: <foia2@locallabs.com>
Date: Wed, Jan 31, 2018 at 5:55 PM
Subject: FOIA Request - Organized Labor Collective Bargaining - School District
To: daina.pflug@central301.net

Hello,

I am writing you on behalf of LocalLabs which is the publisher of Prairie State Wire, an online publication that reports on and informs the Illinois public about local government activities.

We are requesting copies of any current collective bargaining agreement between Central Community Unit School District 301 and any organized labor collective bargaining unit, and if there is no collective bargaining agreement in place, a copy of the last expired agreement.

Additionally, we are requesting electronic (preferably non-PDF such as CSV, Excel, Txt) data with the following data points for all employees of Central Community Unit School District 301 represented by any organized labor collective bargaining unit.
- First name.
- Middle name or initial.
- Last name.
- Department.
- Job title.
- Organized labor collective bargaining unit name.
- Government email address. ✓
- School name. ✓
- Salary.

The purpose of the request is to access and disseminate information as a matter of public interest and is not for the principal purpose of personal or commercial benefit. I qualify as media under the definition Section 2 (c-10) ("Commercial purpose"), Section 2 (f) ("News media"), Section 2 (g) ("Recurrent requester"), and Section 2 (h) ("Voluminous request") of the Freedom of Information Act, for the purposes of being exempt to the provisions of Section 3.1 (Requests for commercial purposes), Section 3.2 (Recurrent requesters), Section 3.6 (Voluminous requests), and Section 6 (Authority to charge fees). Therefore, I request you furnish any responsive documents and items without charge.

Thank you,

Rafael Guerrero

The Courier-News (Elgin)

495 N. Commons Dr.

Aurora, IL 60504

raguerrero@tribpub.com

312-273-8291

emailed 2/7/18

2/7/2018

Dear Ms. Israelson,

Under the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting copies of any public records that list the amount of opioid antagonists (such as naloxone/Narcan) stored at each Central School District 301 school and building. I am requesting inventory count for the 2015-16, 2016-17, and 2017-18 school years; if a school does/did not have any opioid antagonists, please list it regardless. I would like these records in an electronic format.

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. Please let me know if there will be any costs associated with the request. I am a member of the media and this request is related to news gathering purposes.

I can be reached at the contact information above if there are any questions or updates regarding my request. 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 looking into my request.

Sincerely,

Rafael Guerrero