# Board of Education Meeting

Monday, July 17, 2023 6:00 PM
Central 301 District Office, 275 South St, P.O. Box 396, Burlington, IL 60109

1. **Meeting Call to Order**
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:
Regular Meeting June 20, 2023
2) Treasurer's Reports
3) Payment of Bills
4) Payment of Bills - Northern Kane County Regional Vocational System
5) Personnel Report
B. Approve Cross Country Overnight Trip
C. Approve Elementary Handbook Revisions
D. Approve Middle School Handbook Revisions
E. Approve High School Handbook Revisions
F. Approve Northwestern Illinois Association (NIA) Executive Board Ballot
G. Approve Tentative Northern Kane Regional Vocational System EFE Budget
H. Approve Resolution for Check Signers
I. Approve Prom Venue for SY24 and SY25
J. Approve Concrete Bid
K. Approve Excavation/Site Utilities Bid
5. **Information Items**
A. Facilities Update
6. **Freedom of Information Act**
A. Local Labs - Contracts, agreements, invoices, payments, reports, evaluations, and communications with DEI vendors
B. Mr. Davis - Pension information regarding IMRF employees earning less than $75,000
C. Central Education Association - Any and all contracts, invoices and expenses related to the District's use of Embarc and Otus
D. Central Education Association - Invoices from law firm regarding grievances on internal subs (12/1/21 thru 3/15/22) and course approvals
E. NBC Chicago - Judgments, settlement agreements, insurance and financial costs for FOIA request challenges
7. **Executive Session**
A. Adjourn to Closed Session to Hear Information Regarding:
*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 legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Student disciplinary cases [5 ILCS 120/2(c)(9)]. 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)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)]. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired [5 ILCS 120/2(c)(5)]. The setting of a price for sale or lease of property owned by the public body [5 ILCS 120/2(c)(6)]. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 [5 ILCS 120/2(c)(21)].*

8. **Open Session**

A. Adjourn Closed Session to Return to Open Session

B. Action Items from Closed Session

1) Approve Closed Session Items for Public Release

9. **Adjourn**

**Central Community Unit School District 301**
**Board of Education Minutes**

| | | | |
|---|---|---|---|
| Where: | Central CUSD #301 District Office | Meeting: | Regular |
| Date: | June 20, 2023 | Time: | 6:00 p.m. |

| **Board Members Present** | | **Administrators Present** | |
|---|---|---|---|
| Afeef, Junaid | Y | Stirn, Todd | Y |
| Falk, Marc | Y | Mongan, Esther | Y |
| Hemphill, Dornetria | Y | Pflug, Daina | Y |
| Nolan, Eric | Y | Ahlstedt, Carrie | Y |
| Pappas, Morgan | Y | Barr, Christine | Y |
| Vogt, Fred | N | Birkmeier, Shayne | Y |
| Gorman, Jeff | Y | Britts-Axen, Cathy | N |
| | | Buchs, Stephen | N |
| | | Culpepper, Cambron | N |
| | | Engle, Graydon | N |
| | | Farrington, Sarah | Y |
| | | Haug, Matthew | Y |
| | | Jurs, Rebecca | N |
| | | Juske, Ted | Y |
| | | Kim, Karen | N |
| | | Kolkebeck, Theresa | N |
| | | Lewis, Kim | Y |
| | | McCastland, Kerri | N |
| | | Minehart, Megan | Y |
| | | Newquist, Matt | Y |
| | | Nolan, Sarah | Y |
| | | Paszt, Alex | N |
| | | Pereda, Edgar | N |
| | | Podgorski, Patrick | N |
| | | Polowy, Dan | Y |
| | | Porto, Pam | N |
| | | Potsic, Mike | N |
| | | Rodewald, Matt | N |
| | | Rourke, Melissa | N |
| | | Testone, Chris | N |
| | | Tobin, Brian | Y |
| | | VonSchnase, Jessica | N |

Roll Call — Roll was called at 6:00 p.m.

Present: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman
Absent: Vogt

Approve Agenda — Motion by Falk, second by Afeef, to approve the agenda as presented.

Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman
Voting no: None
Absent: Vogt

| | | |
|---|---|---|
| Consent Agenda | Motion by Nolan, second by Afeef, to approve the consent agenda as presented. | |
| | Voting yes: | Afeef, Falk, Hemphill, Nolan, Pappas, Gorman |
| | Voting no: | None |
| | Absent: | Vogt |
| Approve MS Track Overnight Trip | Motion by Falk, second by Hemphill, to approve the middle school track overnight trip to the state competition that occurred May 19-20, 2023. | |
| | Voting yes: | Afeef, Falk, Hemphill, Nolan, Pappas, Gorman |
| | Voting no: | None |
| | Absent: | Vogt |
| Approve Boys Track Overnight Trip | Motion by Nolan, second by Hemphill, to approve the boys track overnight trip to the state competition that occurred May 25-27, 2023. | |
| | Voting yes: | Afeef, Falk, Hemphill, Nolan, Pappas, Gorman |
| | Voting no: | None |
| | Absent: | Vogt |
| Approve the Vet Affiliation Agreement Renewal | Motion by Nolan, second by Hemphill, to approve the renewal of the vet affiliation agreement with Dundee Animal Hospital (Elgin) for the 2023-2024 school year. | |
| | Voting yes: | Afeef, Falk, Hemphill, Nolan, Pappas, Gorman |
| | Voting no: | None |
| | Absent: | Vogt |
| Approve the Refuse Bid | Motion by Hemphill, second by Nolan, to approve the refuse bid by Groot Industries. | |
| | Voting yes: | Afeef, Falk, Hemphill, Nolan, Pappas, Gorman |
| | Voting no: | None |
| | Absent: | Vogt |
| Approve the Financial Depositories | Motion by Falk, second by Afeef, to approve the list of depositories for school funds for the new fiscal year. | |
| | Voting yes: | Afeef, Falk, Hemphill, Nolan, Pappas, Gorman |
| | Voting no: | None |
| | Absent: | Vogt |
| Approve the Student Activity Fund Treasurer | Motion by Afeef, second by Hemphill, to approve Business Manager Pflug as the student activity fund treasurer for the 2023-2024 school year. | |
| | Voting yes: | Afeef, Falk, Hemphill, Nolan, Pappas, Gorman |
| | Voting no: | None |
| | Absent: | Vogt |

| | |
|---|---|
| Appoint the Audit Committee | Motion by Falk, second by Hemphill, to appoint Marc Falk and Dr. Eric Nolan to the Audit Committee.<br><br>Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman<br>Voting no: None<br>Absent: Vogt |
| Appoint Persons to Prepare Tentative Budget | Motion by Nolan, second by Falk, to appoint Business Manager Pflug and Deputy Superintendent Mongan to prepare the tentative budget for the 2023-2024 school year.<br><br>Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman<br>Voting no: None<br>Absent: Vogt |
| Approve Resolution Designating Interest in the Ed Fund, O&M Fund, Transportation Fund, and Working Cash Funds | Motion by Hemphill, second by Nolan, to approve the resolution designating interest in the four main operating funds.<br><br>Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman<br>Voting no: None<br>Absent: Vogt |
| Approve Resolution Authorizing Payment of Custodial/Maint. Salaries and Utilities from O&M Fund | Motion by Falk, second by Nolan, to approve the resolution authorizing payment of custodial and maintenance salaries and utilities from the Operations and Maintenance Fund rather than the Education Fund.<br><br>Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman<br>Voting no: None<br>Absent: Vogt |
| Approve Contracts with Public Vendors that Exceed $1000 Net Revenue | Motion by Falk, second by Hemphill, to approve contracts with public vendors that are anticipated to exceed $1000 in net revenue in the upcoming school year.<br><br>Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman<br>Voting no: None<br>Absent: Vogt |
| Executive Session | Motion by Nolan, second by Hemphill, to adjourn open session and move into executive session at 7:19 p.m.<br><br>Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman<br>Voting no: None<br>Absent: Vogt |
| Open Session | Motion by Falk, second by Nolan, to adjourn executive session and return to open session at 8:20 p.m.<br><br>Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman<br>Voting no: None<br>Absent: Vogt |
| Action Items from Closed Session | None |

Adjourn — Motion by Falk, second by Afeef, to adjourn at 8:25 p.m.

Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman
Voting no: None
Absent: Vogt

BOE Meeting

1. Roll Call

2. Pledge of Allegiance

3. Public Open Forum

3.A Recognition of Visitors – President Gorman and Dr. Stirn welcomed guests and thanked guests attending remotely.

3.B Public Comments – Public comments were shared regarding concerns about gender dysphoria in students, encouragement to consider other options for District-owned property, and well-wishes for Dr. Stirn in his retirement.

4. Action Items

4.A Consent Agenda– Business Manager Pflug reviewed the revenues and expenditures. The district received $134,362.45 in impact fees for 17 home starts in May, but there were no transition fees. The bills payable are normal for June for both Central and Northern Kane. Central was awarded the FY2023 Digital Equity Formula Grant in the amount of $1,584,000 to be used for technology infrastructure by June, 2024.

4.B Approve MS Track Overnight Trip – The middle school overnight track trip to the state competition was held May 19-20, 2023.

4.C Approve Boys Track Overnight Trip – The boys overnight track trip to the state competition was held May 25-27, 2023.

4.D Approve Veterinary Affiliation Agreement – The Board renewed an agreement with Dundee Animal Hospital (Elgin) for the 2023-2024 school year which will provide externship hours for students in the veterinary assistant program.

4.E Approve the Refuse Bid – Business Manager Pflug shared that we received two bids for refuse and recycling and recommended that we accept the bid from Groot Industries, who is our current vendor.

4.F Approve Financial Depositories - Business Manager Pflug explained that the Board annually approves the list of depositories for school funds for the new fiscal year.

4.G Approve Student Activity Fund Treasurer - Business Manager Pflug recommended that she be named treasurer for student activity funds for the 2023-2024 school year.

4.H Appoint Audit Committee - Business Manager Pflug requested volunteers from the Board to sit on the audit committee. Marc Falk and Dr. Eric Nolan volunteered and were approved.

4.I Appoint Persons to Prepare Tentative Budget - Business Manager Pflug recommended that we appoint Dr. Mongan and Business Manager Pflug to prepare the tentative budget.

4.J Approve Resolution Designating Interest in the Education Fund, Operations and Maintenance Fund, Transportation Fund, and Working Cash Funds - Business Manager Pflug provided the resolution designating interest in the four main operating funds in order to prevent interest monies in these funds from becoming principal.

4.K Approve Resolution Authorizing Payment of Custodial/Maintenance Salaries and Utilities from Operations and Maintenance Fund in Lieu of Education Fund - Business Manager Pflug provided a resolution to authorize the payment of salaries for custodians and maintenance personnel and utilities from the Operations and Maintenance Fund rather than the Education Fund.

4.L Approve Contracts with Public Vendors that Exceed $1000 Net Revenue - Business Manager Pflug recommended that the Board approve the vendors that are anticipated to exceed $1000 in net revenue in the 2023-2024 school year.

5. Information Items

5.A Prairie View Grade School SIP Presentation – Principal Barr shared a presentation regarding Prairie View's School Improvement Plan with a focus on celebrating meaningful moments.

5.B Prairie Knolls Middle School SIP Presentation – Principal Newquist and Assistant Principals Ahlstedt and Minehart presented information about and shared a video of PK's School Improvement Plan and future goals.

5.C Elementary Handbook Changes – Principal Lewis reviewed key changes that are being proposed to the elementary Handbook, which primarily serve to provide better alignment with the middle and high school Handbooks and clean up some language.

5.D Middle School Handbook Changes – Assistant Principal Minehart reviewed key changes that are being proposed to the middle school Handbook, which primarily serve to provide better alignment with the elementary and high school Handbooks. Some changes are recommended regarding small bags, honor rolls, and credit recovery language.

5.E High School Handbook Changes – Assistant Principal Farrington reviewed key changes that are being proposed to the high school Handbook, which primarily serve to provide better alignment with the elementary and middle school Handbooks, Board policy, and the curriculum guide. Some changes are recommended regarding backpacks, student recognition language, and the inclusion of the athletics and activities code of conduct as an appendix.

5.F Athletics and Activities Update– Athletics and Activities Director Juske recognized the Bass Fishing team for their finish in their inaugural season, as well as track athletes who competed and placed in state competitions.

5.G Facilities Update – Facilities Director Polowy shared that his department is working hard to prepare buildings for the upcoming school year. They are working on permitting for the addition at the high school and hope to get bids out soon. Construction of the maintenance and transportation building will be completed soon. The Steering Committee for the new high school met for the second time to look at design ideas.

5.H Northwestern Illinois Association (NIA) Executive Board Ballot – Deputy Superintendent Mongan explained that, as a member of NIA, the Board will need to vote for representatives of the NIA Board. The ballot will come for approval at the July Board meeting.

6. Freedom of Information Act

6.A Local Labs – We received a FOIA requesting the District's records and email correspondence with Lurie Children's Hospital from July 1, 2022 through present. We requested verification of a secure email address but have not received a response.

6.B LRS Waste Management - We received a FOIA requesting information about our current waste provider and service information. We were able to comply with this request.

6.C University of Kentucky - We received a FOIA requesting student directory information. We were able to comply with this request.

6.D SmartProcure - We received a quarterly FOIA request for staff information. We reached out to try to get more information but have not received a response.

6.E Hello College - We received a FOIA requesting student directory information. We denied this request.

7. Executive Session

7.A Adjourn to Closed Session

8. Open Session

8.A Adjourn Closed Session to Return to Open Session

8.B Action Items from Closed Session - None

9. Adjourn

**Next Meeting – July 17, 2023**

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Jeff Gorman - Board President Marc Falk - Board Secretary

CENTRAL
UNIT SCHOOL DISTRICT 301

# MEMORANDUM

TO: Dr. Esther Mongan, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: July 17, 2023

RE: Board Financial Report

- The Revenue and Expenditure Summary Reports are included in your Board Packet. Revenues are currently at 101.90% compared to 103.07% a year ago. Expenditures are at 99.99% as compared to 96.92% a year ago. These percentages are pre-audited figures and may change after the audit is completed.

- Northern Kane's expenditures exceeded revenues by $91,576 for the year, which reduces the fund balance to $428,177.

- No impact fees or transition fees were received this month. Total impact fees came in under budget $312,513 and transition fees came in under $40,580.

- The bills payable reports are typical for the final June and the month of July. Northern Kane had no bills paid for July.

- We are preparing for our annual audit, which is scheduled to begin August 7th.

| FD | Description | June 2022-23 Beginning Balance | June 2022-23 Deposits | June 2022-23 Withdrawals | June 2022-23 Monthly Activity | Ending Balance |
|---|---|---|---|---|---|---|
| 10 | IMPREST-DISTRICT | 2,721.19 | | 1,165.00 | -1,165.00 | 1,556.19 |
| 10 | IMPREST-CHS | 2,290.40 | 5,000.00 | 3,345.00 | 1,655.00 | 3,945.40 |
| 10 | CASH IN BANK-EDUCATION | 4,034,431.38 | 10,847,954.38 | 13,359,141.00 | -2,511,186.62 | 1,523,244.76 |
| 10 | CASH IN BANK - PAYROLL | 1,384.86 | 2,909,929.49 | 2,909,903.01 | 26.48 | 1,411.34 |
| 10 | PAYFLEX ACCOUNT | 6,166.65 | 12,232.10 | 12,532.10 | -300.00 | 5,866.65 |
| 10 | PETTY CASH | 1,380.00 | | | | 1,380.00 |
| 10 | INVESTMENT- BUSINESS NOW/SWEEP | 12,769,989.54 | 22,902,655.05 | 10,120,091.84 | 12,782,563.21 | 25,552,552.75 |
| 10 | CHS ACTIVITY CASH | 344,122.47 | 38,033.00 | 111,387.37 | -73,354.37 | 270,768.10 |
| 10 | ELEM MS ACTIVITY CASH | 33,011.26 | 1,054.39 | 1,788.95 | -734.56 | 32,276.70 |
| 10 | INTERGOVERNMENTAL A/R NK | | | | | |
| 10 | | 17,195,497.75 | 36,716,858.41 | 26,519,354.27 | 10,197,504.14 | 27,393,001.89 |
| 20 | IMPREST-DISTRICT | | | | | |
| 20 | CASH IN BANK-O&M | 876,897.66 | 886,242.54 | 1,618,737.39 | -732,494.85 | 144,402.81 |
| 20 | CASH IN BANK - PAYROLL | 1,019.96 | 169,260.85 | 169,069.36 | 191.49 | 1,211.45 |
| 20 | INVESTMENT-BUSINESS NOW/SWEEP | 5,767,933.41 | 2,995,512.99 | | 2,995,512.99 | 8,763,446.40 |
| 20 | | 6,645,851.03 | 4,051,016.38 | 1,787,806.75 | 2,263,209.63 | 8,909,060.66 |
| 30 | CASH IN BANK-DEBT SERVICE | 494,861.93 | 1,242.50 | 463,550.00 | -462,307.50 | 32,554.43 |
| 30 | INVESTMENT-BUSINESS NOW/SWEEP | 1,240,652.94 | 4,039,844.19 | | 4,039,844.19 | 5,280,497.13 |
| 30 | | 1,735,514.87 | 4,041,086.69 | 463,550.00 | 3,577,536.69 | 5,313,051.56 |
| 40 | IMPREST-DISTRICT | | | | | |
| 40 | IMPREST-CHS | | | | | |
| 40 | CASH IN BANK-TRANSPORTATION | 883,117.95 | 1,386.40 | 418,563.18 | -417,176.78 | 465,941.17 |
| 40 | CASH IN BANK - PAYROLL | 1,212.82 | 208,174.23 | 207,938.55 | 235.68 | 1,448.50 |
| 40 | INVESTMENT-BUSINESS NOW/SWEEP | 5,283,466.41 | 1,300,032.34 | | 1,300,032.34 | 6,583,498.75 |
| 40 | | 6,167,797.18 | 1,509,592.97 | 626,501.73 | 883,091.24 | 7,050,888.42 |
| 50 | CASH IN BANK-IMRF | 187,987.48 | 119,033.44 | 274,402.15 | -155,368.71 | 32,618.77 |
| 50 | CASH IN BANK-PAYROLL | | 120,115.17 | 120,115.17 | | |
| 50 | INVESTMENT-BUSINESS NOW/SWEEP | 1,915,589.70 | 849,716.46 | | 849,716.46 | 2,765,306.16 |
| 50 | INTERGOVERNMENTAL A/R NK | | | | | |
| 50 | | 2,103,577.18 | 1,088,865.07 | 394,517.32 | 694,347.75 | 2,797,924.93 |
| 60 | CASH IN BANK-CAPITAL PROJECT | 1,003,171.29 | 134,362.45 | | 134,362.45 | 1,137,533.74 |
| 60 | INVESTMENTS-BUSINESS NOW/SWEEP | 3,463,370.63 | 20,251.23 | | 20,251.23 | 3,483,621.86 |
| 60 | | 4,466,541.92 | 154,613.68 | | 154,613.68 | 4,621,155.60 |
| 70 | CASH IN BANK-WORKING CASH | 463.01 | 13.01 | | 13.01 | 476.02 |
| 70 | INVESTMENT-BUSINESS NOW/SWEEP | 2,710,529.52 | 58,004.45 | | 58,004.45 | 2,768,533.97 |
| 70 | | 2,710,992.53 | 58,017.46 | | 58,017.46 | 2,769,009.99 |
| 80 | CASH IN BANK-TORT | 175,639.17 | 1,200,129.20 | 1,338,320.23 | -138,191.03 | 37,448.14 |
| 80 | INVESTMENT- BUSINESS NOW/SWEEP | 676,448.79 | 1,023,213.12 | 1,200,000.00 | -176,786.88 | 499,661.91 |
| 80 | | 852,087.96 | 2,223,342.32 | 2,538,320.23 | -314,977.91 | 537,110.05 |
| | Grand Asset Totals | 41,877,860.42 | 49,843,392.98 | 32,330,050.30 | 17,513,342.68 | 59,391,203.10 |

**Number of Accounts:** 31

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

# Central Community Unit School Dist. 301
## Revenue Summary Report
## June 2023

| | 2022-23 Original Budget | % of Fund | June MTD | 2022-23 FYTD | Remaining Budget | FYTD Percent |
|---|---|---|---|---|---|---|
| **10-Education Fund** | | | | | | |
| Total Local Revenue | 40,126,854.00 | 55.53% | 17,996,577.43 | 40,756,684.22 | (629,830.22) | 101.57% |
| Total State Revenue | 29,598,274.00 | 40.96% | 19,691,053.27 | 28,170,045.97 | 1,428,228.03 | 95.17% |
| Total Federal Revenue | 2,539,437.00 | 3.51% | 334,080.17 | 3,029,461.18 | (490,024.18) | 119.30% |
| **Total Education Fund** | **72,264,565.00** | **100.00%** | **38,021,710.87** | **71,956,191.37** | **308,373.63** | **99.57%** |
| **20-O&M Fund** | | | | | | |
| Total Local Revenue | 6,619,606.00 | 83.79% | 3,052,880.01 | 6,871,363.57 | (251,757.57) | 103.80% |
| Total State Revenue | 50,000.00 | 0.63% | 824,240.12 | 1,698,470.12 | (1,648,470.12) | 3396.94% |
| Total Federal Revenue | 1,230,384.00 | 15.57% | - | 1,231,383.85 | (999.85) | 100.08% |
| **Total O&M Fund** | **7,899,990.00** | **100.00%** | **3,877,120.13** | **9,801,217.54** | **(1,901,227.54)** | **124.07%** |
| **30-Debt Service Fund** | | | | | | |
| Total Local Revenue | 8,945,925.00 | 100.00% | 4,041,086.69 | 9,008,613.88 | (62,688.88) | 100.70% |
| **Total Debt Service Fund** | **8,945,925.00** | **100.00%** | **4,041,086.69** | **9,008,613.88** | **(62,688.88)** | **100.70%** |
| **40-Transportation Fund** | | | | | | |
| Total Local Revenue | 2,698,256.00 | 48.82% | 1,300,640.40 | 2,908,816.16 | (210,560.16) | 107.80% |
| Total State Revenue | 2,828,900.00 | 51.18% | - | 2,854,391.03 | (25,491.03) | 100.90% |
| **Total Transportation Fund** | **5,527,156.00** | **100.00%** | **1,300,640.40** | **5,763,207.19** | **(236,051.19)** | **104.27%** |
| **50-IMRF/SS Fund** | | | | | | |
| Total Local Revenue | 1,918,086.00 | 100.00% | 849,974.86 | 2,034,895.12 | (116,809.12) | 106.09% |
| **Total IMRF/SS Fund** | **1,918,086.00** | **100.00%** | **849,974.86** | **2,034,895.12** | **(116,809.12)** | **106.09%** |
| **60-Capital Projects Fund** | | | | | | |
| Total Local Revenue | 920,000.00 | 100.00% | 154,613.68 | 706,640.76 | 213,359.24 | 76.81% |
| **Total Capital Projects Fund** | **920,000.00** | **100.00%** | **154,613.68** | **706,640.76** | **213,359.24** | **76.81%** |
| **70-Working Cash Fund** | | | | | | |
| Total Local Revenue | 99,090.00 | 100.00% | 58,017.46 | 177,069.57 | (77,979.57) | 178.70% |
| **Total Working Cash Fund** | **99,090.00** | **100.00%** | **58,017.46** | **177,069.57** | **(77,979.57)** | **178.70%** |
| **80-Tort Fund** | | | | | | |
| Total Local Revenue | 883,598.00 | 100.00% | 423,342.32 | 883,544.96 | 53.04 | 99.99% |
| **Total Tort Fund** | **883,598.00** | **100.00%** | **423,342.32** | **883,544.96** | **53.04** | **99.99%** |
| **Revenue-All Funds** | | | | | | |
| 1000 Total Local Revenue | 62,211,415.00 | 63.19% | 27,877,132.85 | 63,347,628.24 | (1,136,213.24) | 101.83% |
| 3000 Total State Revenue | 32,477,174.00 | 32.99% | 20,515,293.39 | 32,722,907.12 | (245,733.12) | 100.76% |
| 4000 Total Federal Revenue | 3,769,821.00 | 3.83% | 334,080.17 | 4,260,845.03 | (491,024.03) | 113.03% |
| **Total Revenue-All Funds** | **98,458,410.00** | **100.00%** | **48,726,506.41** | **100,331,380.39** | **(1,872,970.39)** | **101.90%** |

# Central Community Unit School Dist. 301
## Revenue Detail Report
## June 2023

| Account Number | Description | 2022-23 Original Budget | June MTD | 2022-23 FYTD | Remaining Budget | FYTD Percent |
|---|---|---|---|---|---|---|
| 10R000 1110 0000 | TAXES | 30,490,856.00 | 14,690,266.88 | 30,133,856.29 | 356,999.71 | 98.83% |
| 10R000 1140 0000 | SPECIAL ED TAXES | 6,340,098.00 | 3,083,147.17 | 6,283,336.92 | 56,761.08 | 99.10% |
| 10R001 1510 0000 | INTEREST | 210,100.00 | 74,669.50 | 712,279.79 | (502,179.79) | 339.02% |
| 10R002 1611 0000 | LUNCH, STUDENTS | 558,000.00 | 4,872.99 | 1,125,969.23 | (567,969.23) | 201.79% |
| 10R002 1620 0000 | LUNCH, ADULTS | 3,700.00 | - | - | 3,700.00 | 0.00% |
| 10R000 1711 0000 | ATHLETIC ADMISSION | 50,000.00 | - | 54,499.52 | (4,499.52) | 109.00% |
| 10R000 1720 0000 | ATHLETIC PART FEE | 175,000.00 | 1,140.00 | 146,475.00 | 28,525.00 | 83.70% |
| 10R002 1720 0000 | OTHER FEES | 270,100.00 | 4,490.64 | 300,949.71 | (30,849.71) | 111.42% |
| 10R000 1799 0000 | ACTIVITY ACCOUNTS REVENUE | 429,000.00 | 39,087.39 | 543,152.02 | (114,152.02) | 126.61% |
| 10R000 1811 0000 | TEXTBOOK INCOME | 775,000.00 | 91,583.86 | 910,093.92 | (135,093.92) | 117.43% |
| 10R000 1830 0000 | TECHNOLOGY FEES | 425,000.00 | 41,890.00 | 369,579.88 | 55,420.12 | 86.96% |
| 10R000 1930 0000 | TRANSITION FEES | 55,000.00 | - | 14,420.00 | 40,580.00 | 26.22% |
| 10R000 1950 0000 | REFUND OF PRIOR YEAR EXPEND | 100,000.00 | - | 2,095.67 | 97,904.33 | 2.10% |
| 10R000 1970 0000 | DRIVERS ED B-T-W | 50,000.00 | 6,308.00 | 66,078.00 | (16,078.00) | 132.16% |
| 10R002 1991 0000 | CAREER PATHWAYS | 145,000.00 | - | 61,500.00 | 83,500.00 | 42.41% |
| 10R000 1999 0000 | OTHER LOCAL REVENUES | 50,000.00 | (40,879.00) | 32,398.27 | 17,601.73 | 64.80% |
| **Total Local Revenue** | | **40,126,854.00** | **17,996,577.43** | **40,756,684.22** | **(629,830.22)** | **101.57%** |
| 10R000 3001 0000 | EVIDENCE-BASE FUNDING | 9,066,540.00 | - | 7,420,678.55 | 1,645,861.45 | 81.85% |
| 10R001 3001 0000 | EVIDENCE-BASE FUNDING-MV COOP | 225,000.00 | 61,859.67 | 253,055.58 | (28,055.58) | 112.47% |
| 10R002 3001 0000 | EVIDENCE BASED FUNDING-ALOP | 78,000.00 | 14,872.24 | 95,122.61 | (17,122.61) | 0.00% |
| 10R000 3100 0000 | SPECIAL ED - PRIVATE FACILITY | 425,000.00 | - | 635,549.77 | (210,549.77) | 149.54% |
| 10R000 3120 0000 | SPECIAL ED - ORPHANAGE | 2,000.00 | - | - | 2,000.00 | 0.00% |
| 10R000 3220 0000 | CAREER & TECHNICAL EDUCATION | 98,849.00 | 2,767.96 | 88,991.71 | 9,857.29 | 90.03% |
| 10R000 3235 0000 | CTE AGRICULTURE EDUCATION | 1,970.00 | - | 2,452.00 | (482.00) | 124.47% |
| 10R002 3235 0000 | CTE FFA 3 CIRCLES GRANT | 23,615.00 | 3,001.00 | 27,745.00 | (4,130.00) | 117.49% |
| 10R000 3360 0000 | STATE FREE LUNCH & BREAKFAST | 20,000.00 | 125.52 | 939.94 | 19,060.06 | 4.70% |
| 10R000 3370 0000 | DRIVER ED | 48,000.00 | 8,426.88 | 45,510.81 | 2,489.19 | 94.81% |
| 10R000 3998 0000 | TRS-ON BEHALF PAYMENTS | 19,600,000.00 | 19,600,000.00 | 19,600,000.00 | - | 100.00% |
| 10R000 3999 0000 | OTHER STATE REVENUE | 5,000.00 | - | - | 5,000.00 | 0.00% |
| 10R001 3999 0000 | LIBRARY GRANT | 4,300.00 | - | - | 4,300.00 | 0.00% |
| **Total State Revenue** | | **29,598,274.00** | **19,691,053.27** | **28,170,045.97** | **1,428,228.03** | **95.17%** |
| 10R000 4210 0000 | NAT'L SCHOOL LUNCH PROGRAM | 260,000.00 | 59,416.21 | 607,283.32 | (347,283.32) | 0.00% |
| 10R000 4300 0000 | TITLE I LOW INCOME | 290,000.00 | 58,770.00 | 209,057.00 | 80,943.00 | 72.09% |
| 10R000 4400 0000 | TITLE IV-A SSAE GRANT | 16,100.00 | - | 11,911.00 | 4,189.00 | 73.98% |
| 10R000 4600 0000 | IDEA PRESCHOOL | 7,180.00 | 1,495.00 | 2,062.00 | 5,118.00 | 28.72% |
| 10R000 4620 0000 | IDEA FLOW THROUGH | 790,620.00 | 138,725.00 | 822,264.00 | (31,644.00) | 104.00% |
| 10R000 4625 0000 | IDEA FLOW THROUGH ROOM & BOARD | 140,000.00 | 33,185.20 | 408,780.30 | (268,780.30) | 291.99% |
| 10R000 4745 0000 | CARL PERKINS | 15,744.00 | 3,603.90 | 22,396.85 | (6,652.85) | 142.26% |
| 10R000 4905 0000 | TITLE III IEP GRANT | 1,200.00 | - | 1,988.00 | (788.00) | 165.67% |
| 10R000 4909 0000 | TITLE III ELL-TBE/TPI LIPLEPS | 35,235.00 | - | 36,100.00 | (865.00) | 102.45% |
| 10R000 4932 0000 | TITLE II-TEACHER QUALITY | 42,912.00 | 1,929.00 | 33,259.00 | 9,653.00 | 77.51% |
| 10R000 4991 0000 | MEDICAID MATCHING-ADMIN OUTREACH | 110,000.00 | 23,213.86 | 81,284.04 | 28,715.96 | 73.89% |
| 10R000 4992 0000 | MEDICAID MATCHING-FEE FOR SVC | 190,000.00 | - | 290,930.52 | (100,930.52) | 153.12% |
| 10R003 4998 0000 | ESSER III GRANT (ARP) | 439,166.00 | 7,190.00 | 288,060.15 | 151,105.85 | 65.59% |
| 10R004 4998 0000 | ARP IDEA FLOW-THROUGH | 181,814.00 | 4,756.00 | 196,422.00 | (14,608.00) | 0.00% |
| 10R005 4998 0000 | ARP IDEA PRESCHOOL | 19,466.00 | 1,796.00 | 17,663.00 | 1,803.00 | 0.00% |
| **Total Federal Revenue** | | **2,539,437.00** | **334,080.17** | **3,029,461.18** | **(490,024.18)** | **119.30%** |
| **Total Education Fund** | | **72,264,565.00** | **38,021,710.87** | **71,956,191.37** | **308,373.63** | **99.57%** |
| 20R000 1111 0000 | TAXES | 6,070,624.00 | 2,951,625.89 | 6,017,494.96 | 53,129.04 | 99.12% |
| 20R000 1230 0000 | CORP PERSONAL PROPERTY TAX | 369,932.00 | - | 368,014.37 | 1,917.63 | 99.48% |
| 20R001 1510 0000 | INTEREST | 70,050.00 | 44,780.90 | 315,039.83 | (244,989.83) | 449.74% |
| 20R001 1720 0000 | PARKING FEES | 34,000.00 | - | 33,150.00 | 850.00 | 97.50% |
| 20R000 1910 0000 | RENTALS | 40,000.00 | - | 48,434.00 | (8,434.00) | 121.09% |
| 20R000 1950 0000 | REFUND OF PRIOR YEAR EXPENDITURES | 5,000.00 | - | 1,215.42 | 3,784.58 | 24.31% |
| 20R000 1999 0000 | OTHER REVENUE | 30,000.00 | 56,473.22 | 88,014.99 | (58,014.99) | 293.38% |
| **Total Local Revenue** | | **6,619,606.00** | **3,052,880.01** | **6,871,363.57** | **(251,757.57)** | **103.80%** |
| 20R000 3001 0000 | EVIDENCE-BASE FUNDING | - | 824,240.12 | 1,648,470.12 | (1,648,470.12) | 0.00% |
| 20R000 3925 0000 | SCHOOL MAINTENANCE GRANT | 50,000.00 | - | 50,000.00 | - | 0.00% |
| **Total State Revenue** | | **50,000.00** | **824,240.12** | **1,698,470.12** | **(1,648,470.12)** | **3396.94%** |
| 20R002 4998 0000 | ESSER II GRANT (CRRSA) | 112,760.00 | - | 112,759.00 | 1.00 | 100.00% |
| 20R003 4998 0000 | ESSER III GRANT (ARP) | 1,117,624.00 | - | 1,118,624.85 | (1,000.85) | 100.09% |
| **Total Federal Revenue** | | **1,230,384.00** | **-** | **1,231,383.85** | **(999.85)** | **100.08%** |
| **Total O&M Fund** | | **7,899,990.00** | **3,877,120.13** | **9,801,217.54** | **(1,901,227.54)** | **124.07%** |

# Central Community Unit School Dist. 301
## Revenue Detail Report
## June 2023

| Account Number | Description | 2022-23 Original Budget | June MTD | 2022-23 FYTD | Remaining Budget | FYTD Percent |
|---|---|---|---|---|---|---|
| 30R000 1112 0000 | TAXES | 8,395,075.00 | 4,033,832.27 | 8,396,713.09 | (1,638.09) | 100.02% |
| 30R001 1510 0000 | INTEREST | 35,050.00 | 7,254.42 | 96,100.79 | (61,050.79) | 274.18% |
| 30R000 1930 0000 | IMPACT FEES | 515,800.00 | - | 515,800.00 | - | 100.00% |
| **Total Local Revenue** | | **8,945,925.00** | **4,041,086.69** | **9,008,613.88** | **(62,688.88)** | **100.70%** |
| **Total Debt Service Fund** | | **8,945,925.00** | **4,041,086.69** | **9,008,613.88** | **(62,688.88)** | **100.70%** |
| 40R000 1113 0000 | TAXES | 2,640,736.00 | 1,269,529.59 | 2,702,823.26 | (62,087.26) | 102.35% |
| 40R000 1415 0000 | FIELD TRIP FEES | 500.00 | 217.00 | 592.00 | (92.00) | 118.40% |
| 40R001 1510 0000 | INTEREST | 30,020.00 | 30,893.81 | 185,935.40 | (155,915.40) | 619.37% |
| 40R000 1950 0000 | PRIOR YEAR REFUND | 17,000.00 | - | 16,853.00 | 147.00 | 99.14% |
| 40R000 1999 0000 | OTHER REVENUE | 10,000.00 | - | 2,612.50 | 7,387.50 | 26.13% |
| **Total Local Revenue** | | **2,698,256.00** | **1,300,640.40** | **2,908,816.16** | **(210,560.16)** | **107.80%** |
| 40R000 3500 0000 | STATE AID, REGULAR | 1,510,500.00 | - | 1,584,246.86 | (73,746.86) | 104.88% |
| 40R000 3510 0000 | STATE AID, SPECIAL ED | 1,318,400.00 | - | 1,270,144.17 | 48,255.83 | 96.34% |
| **Total State Revenue** | | **2,828,900.00** | **-** | **2,854,391.03** | **(25,491.03)** | **100.90%** |
| **Total Transportation Fund** | | **5,527,156.00** | **1,300,640.40** | **5,763,207.19** | **(236,051.19)** | **104.27%** |
| 50R000 1114 0000 | IMRF TAXES | 916,538.00 | 419,386.95 | 933,326.79 | (16,788.79) | 101.83% |
| 50R000 1151 0000 | SOC SEC/MEDICARE TAXES | 916,538.00 | 419,386.95 | 933,326.79 | (16,788.79) | 101.83% |
| 50R000 1230 0000 | CORP PERSONAL PROPERTY TAX | 64,000.00 | - | 88,192.97 | (24,192.97) | 137.80% |
| 50R001 1510 0000 | INTEREST | 21,010.00 | 11,200.96 | 80,048.57 | (59,038.57) | 381.00% |
| **Total Local Revenue** | | **1,918,086.00** | **849,974.86** | **2,034,895.12** | **(116,809.12)** | **106.09%** |
| **Total IMRF/SS Fund** | | **1,918,086.00** | **849,974.86** | **2,034,895.12** | **(116,809.12)** | **106.09%** |
| 60R001 1510 0000 | INTEREST | 20,000.00 | 20,251.23 | 119,154.04 | (99,154.04) | 595.77% |
| 60R000 1930 0000 | IMPACT FEES | 900,000.00 | 134,362.45 | 587,486.72 | 312,513.28 | 65.28% |
| **Total Local Revenue** | | **920,000.00** | **154,613.68** | **706,640.76** | **213,359.24** | **76.81%** |
| **Total Capital Projects Fund** | | **920,000.00** | **154,613.68** | **706,640.76** | **213,359.24** | **76.81%** |
| 70R000 1115 0000 | TAXES | 84,080.00 | 42,168.28 | 85,972.86 | (1,892.86) | 102.25% |
| 70R001 1510 0000 | INTEREST | 15,010.00 | 15,849.18 | 91,096.71 | (76,086.71) | 606.91% |
| **Total Local Revenue** | | **99,090.00** | **58,017.46** | **177,069.57** | **(77,979.57)** | **178.70%** |
| **Total Working Cash Fund** | | **99,090.00** | **58,017.46** | **177,069.57** | **(77,979.57)** | **178.70%** |
| 80R000 1120 0000 | TAXES | 840,798.00 | 419,386.95 | 857,196.04 | (16,398.04) | 101.95% |
| 80R001 1510 0000 | INTEREST | 2,800.00 | 3,955.37 | 26,348.92 | (23,548.92) | 941.03% |
| 80R000 1999 0000 | REFUND PRIOR YEAR EXPENDITURES | 40,000.00 | - | - | 40,000.00 | 0.00% |
| **Total Local Revenue** | | **883,598.00** | **423,342.32** | **883,544.96** | **53.04** | **99.99%** |
| **Total Tort Fund** | | **883,598.00** | **423,342.32** | **883,544.96** | **53.04** | **99.99%** |
| | **Revenue-All Funds** | | | | | |
| 1000 | Total Local Revenue | 62,211,415.00 | 27,877,132.85 | 63,347,628.24 | (1,136,213.24) | 101.83% |
| 3000 | Total State Revenue | 32,477,174.00 | 20,515,293.39 | 32,722,907.12 | (245,733.12) | 100.76% |
| 4000 | Total Federal Revenue | 3,769,821.00 | 334,080.17 | 4,260,845.03 | (491,024.03) | 113.03% |
| | **Total Revenue-All Funds** | **98,458,410.00** | **48,726,506.41** | **100,331,380.39** | **(1,872,970.39)** | **101.90%** |

# Central Community Unit School Dist. 301
## Expenditure Summary by Fund Report
## June 2023

| | 2022-23 Original Budget | % of Fund | June MTD | 2022-23 FYTD | Encumbered Amount | Budget Remaining | FYTD Percent |
|---|---|---|---|---|---|---|---|
| **10-Education** | | | | | | | |
| 1000 Salaries | 32,163,472.00 | 44.52% | 2,788,979.36 | 30,892,721.42 | - | 1,270,750.58 | 96.05% |
| 2000 Benefits | 8,809,859.00 | 12.19% | 768,844.33 | 8,929,063.91 | - | (119,204.91) | 101.35% |
| 3000 Purchased Services | 3,432,182.00 | 4.75% | 827,372.85 | 3,256,541.03 | 43,234.14 | 132,406.83 | 96.14% |
| 4000 Supplies | 3,056,061.00 | 4.23% | 1,061,856.95 | 2,887,650.81 | 33,124.98 | 135,285.21 | 95.57% |
| 5000 Capital Outlay | 255,596.00 | 0.35% | - | 31,483.16 | - | 224,112.84 | 12.32% |
| 6000 Other/Dues/Fees | 24,341,774.00 | 33.69% | 2,239,435.36 | 6,141,899.14 | 19,601,761.47 | (1,401,886.61) | 105.76% |
| 7000 Non-Capital Equipment | 191,193.00 | 0.26% | 542,747.18 | 765,223.23 | 28,160.74 | (602,190.97) | 414.96% |
| **Total Education Fund** | **72,250,137.00** | **100.00%** | **8,229,236.03** | **52,904,582.70** | **19,706,281.33** | **(360,727.03)** | **100.50%** |
| **20-O&M** | | | | | | | |
| 1000 Salaries | 2,205,890.00 | 27.65% | 168,624.12 | 2,033,492.15 | - | 172,397.85 | 92.18% |
| 2000 Benefits | 572,390.00 | 7.17% | 42,447.00 | 542,022.17 | - | 30,367.83 | 94.69% |
| 3000 Purchased Services | 1,258,500.00 | 15.78% | 391,258.93 | 1,545,653.64 | 8,277.07 | (295,430.71) | 123.47% |
| 4000 Supplies | 1,664,000.00 | 20.86% | 112,660.69 | 1,350,516.49 | 53.99 | 313,429.52 | 81.16% |
| 5000 Capital Outlay | 2,149,857.00 | 26.95% | 881,828.93 | 3,033,104.90 | - | (883,247.90) | 141.08% |
| 6000 Other/Dues/Fees | 2,000.00 | 0.03% | 894.00 | 3,883.56 | - | (1,883.56) | 194.18% |
| 7000 Non-Capital Equipment | 125,000.00 | 1.57% | 27,672.83 | 255,698.62 | 3,096.00 | (133,794.62) | 207.04% |
| **Total O&M** | **7,977,637.00** | **100.00%** | **1,625,386.50** | **8,764,371.53** | **11,427.06** | **(798,161.59)** | **110.00%** |
| **30-Debt Service** | | | | | | | |
| 3000 Purchased Services | 3,000.00 | 0.03% | 950.00 | 3,330.00 | - | (330.00) | 111.00% |
| 6000 Other/Bonds | 8,785,976.00 | 99.97% | 462,600.00 | 8,785,975.00 | | 1.00 | 100.00% |
| **Total Debt Service** | **8,788,976.00** | **100.00%** | **463,550.00** | **8,789,305.00** | **-** | **(329.00)** | **100.00%** |
| **40-Transportation** | | | | | | | |
| 1000 Salaries | 2,405,730.00 | 45.35% | 207,141.73 | 2,328,284.18 | - | 77,445.82 | 96.78% |
| 2000 Benefits | 130,160.00 | 2.45% | 11,717.03 | 136,191.06 | - | (6,031.06) | 104.63% |
| 3000 Purchased Services | 1,714,000.00 | 32.31% | 132,352.23 | 2,073,882.45 | (110.00) | (359,772.45) | 120.99% |
| 4000 Supplies | 720,400.00 | 13.58% | 65,402.17 | 470,763.34 | 45.00 | 249,591.66 | 65.35% |
| 5000 Capital Outlay | 60,000.00 | 1.13% | - | - | - | 60,000.00 | 0.00% |
| 6000 Other/Dues/Fees | 215,000.00 | 4.05% | 936.00 | 9,826.20 | 1,081.00 | 204,092.80 | 5.07% |
| 7000 Non-Capital Equipment | 60,000.00 | 1.13% | - | 1,660.00 | - | 58,340.00 | 2.77% |
| **Total Transportation** | **5,305,290.00** | **100.00%** | **417,549.16** | **5,020,607.23** | **1,016.00** | **283,666.77** | **94.65%** |
| **50-IMRF/SS** | | | | | | | |
| 2000 Benefits | 1,976,776.00 | 100.00% | 155,627.11 | 1,774,353.23 | - | 202,422.77 | 89.76% |
| **Total IMRF/SS** | **1,976,776.00** | **100.00%** | **155,627.11** | **1,774,353.23** | **-** | **202,422.77** | **89.76%** |
| **60-Capital Projects** | | | | | | | |
| 5000 Capital Outlay | 900,000.00 | 100.00% | - | 315,774.46 | - | 584,225.54 | 35.09% |
| **Total Capital Projects** | **900,000.00** | **100.00%** | **-** | **315,774.46** | **-** | **584,225.54** | **35.09%** |
| **70-Working Cash** | | | | | | | |
| 6000 Transfers | - | | - | - | - | - | 0.00% |
| **Total Working Cash** | **-** | **0.00%** | **-** | **-** | **-** | **-** | **0.00%** |
| **80-Tort** | | | | | | | |
| 3000 Purchased Services | 993,000.00 | 100.00% | 738,320.23 | 890,814.85 | - | 102,185.15 | 89.71% |
| **Total Tort** | **993,000.00** | **100.00%** | **738,320.23** | **890,814.85** | **-** | **102,185.15** | **89.71%** |
| **Total Expenditures** | **98,191,816.00** | | **11,629,669.03** | **78,459,809.00** | **19,718,724.39** | **13,282.61** | **99.99%** |
| **Expenditures Across All Funds** | | | | | | | |
| 1000 Salaries | 36,775,092.00 | 37.45% | 3,164,745.21 | 35,254,497.75 | - | 1,520,594.25 | 95.87% |
| 2000 Benefits | 11,489,185.00 | 11.70% | 978,635.47 | 11,381,630.37 | - | 107,554.63 | 99.06% |
| 3000 Purchased Services | 7,400,682.00 | 7.54% | 2,090,254.24 | 7,770,221.97 | 51,401.21 | (420,941.18) | 105.69% |
| 4000 Supplies | 5,440,461.00 | 5.54% | 1,239,919.81 | 4,708,930.64 | 33,223.97 | 698,306.39 | 87.16% |
| 5000 Capital Outlay | 3,365,453.00 | 3.43% | 881,828.93 | 3,380,362.52 | - | (14,909.52) | 100.44% |
| 6000 Other/Dues/Fees/Bonds | 33,344,750.00 | 33.96% | 2,703,865.36 | 14,941,583.90 | 19,602,842.47 | (1,199,676.37) | 103.60% |
| 7000 Non-Capital Equipment | 376,193.00 | 0.38% | 570,420.01 | 1,022,581.85 | 31,256.74 | (677,645.59) | 280.13% |
| **Total Expenditures Across all Funds** | **98,191,816.00** | **100.00%** | **11,629,669.03** | **78,459,809.00** | **19,718,724.39** | **13,282.61** | **99.99%** |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| 95 PERCENT GROUP LLC | INV131200 | 95% training and materials | 10E001 2210 3100 00 462000 0000 | 32,275.00 |
| 95 PERCENT GROUP LLC | INV131500 | 95% materials | 10E001 1200 4100 00 462000 0000 | 18,609.90 |
| | | | Totals for 95 PERCENT GROUP LLC | 50,884.90 |
| ADVOCATE SHERMAN OCC | 845746 | Bus Driver Physicals | 40E001 2550 3190 00 000000 0000 | 105.00 |
| ADVOCATE SHERMAN OCC | 845746 | Bus Driver Physicals | 80E001 2362 3820 00 000000 0000 | 66.00 |
| ADVOCATE SHERMAN OCC | 841226 | Random Drug Screens & Bus Driver Physicals | 40E001 2550 3190 00 000000 0000 | 463.00 |
| ADVOCATE SHERMAN OCC | 843432 | Bus Driver Physicals | 40E001 2550 3190 00 000000 0000 | 105.00 |
| ADVOCATE SHERMAN OCC | 845402 | Bus Driver Physicals | 40E001 2550 3190 00 000000 0000 | 203.00 |
| ADVOCATE SHERMAN OCC | 845308 | Bus Driver Physicals | 40E001 2550 3190 00 000000 0000 | 320.00 |
| | | | Totals for ADVOCATE SHERMAN OCCUPATIONAL | 1,262.00 |
| AFFORDABLE PARTY TEN | 14136477 | Table Rental for SAT Testing CHS | 20E002 2540 3250 00 000000 0000 | 1,537.00 |
| | | | Totals for AFFORDABLE PARTY TENT RENTALS | 1,537.00 |
| AHLSTEDT, CARRIE | May 31 | Reimb for teacher end of year awards | 10E011 2410 4900 00 000000 0000 | 70.00 |
| | | | Totals for AHLSTEDT, CARRIE | 70.00 |
| AHW LLC | 11651458 | Grounds Supplies | 20E001 2540 4120 00 000000 0000 | 583.80 |
| AHW LLC | I9774308A | John Deere Gator XUV835M 2023 | 20E001 2540 5400 00 000000 0000 | 35,363.96 |
| AHW LLC | I9773959A | John Deere 1025R Sub-Compact Utility Tractor | 20E001 2540 5400 00 000000 0000 | 29,447.46 |
| AHW LLC | I9773959A | John Deere 1025R Sub-Compact Utility Tractor | 20E001 2540 7100 00 000000 0000 | -3,500.00 |
| | | | Totals for AHW LLC | 61,895.22 |
| AL WARREN OIL CO, IN | W1570426 | Fuel | 40E001 2550 4640 00 000000 0000 | 3,405.00 |
| AL WARREN OIL CO, IN | W1573382 | Fuel | 40E001 2550 4640 00 000000 0000 | 3,406.64 |
| AL WARREN OIL CO, IN | W1573383 | Fuel | 40E001 2550 4640 00 000000 0000 | 867.70 |
| | | | Totals for AL WARREN OIL CO, INC | 7,679.34 |
| ALEXIAN BROTHERS MED | 2643190 | Student outside evaluation, claim id 10890496 | 10E001 1200 3140 00 462000 0000 | 4,520.00 |
| | | | Totals for ALEXIAN BROTHERS MEDICAL FOUN | 4,520.00 |
| AMALGAMATED BANK OF | 1856151001 FY24 | Debt Certificates 2016 Admin fee | 30E001 5400 3190 00 000000 0000 | 475.00 |
| AMALGAMATED BANK OF | 1856152000 FY24 | Bond Series 2016A Admin fee | 30E001 5400 3190 00 000000 0000 | 475.00 |
| | | | Totals for AMALGAMATED BANK OF CHICAGO | 950.00 |
| AMAZON CAPITAL SERVI | 16D6-NTDW-NXP3 | Luau supplies for Admin Retreat | 10E001 2320 4100 00 000000 0000 | 307.53 |
| AMAZON CAPITAL SERVI | 1QFR-GT1V-CWNV | Supplies | 10E001 2660 4100 00 000000 0000 | 142.33 |
| AMAZON CAPITAL SERVI | 14FQ-TDMP-4Q3T | NavePoint Vertical Wall Mount Enclosure | 10E001 2660 7100 00 000000 0000 | 521.16 |
| AMAZON CAPITAL SERVI | 1YM3-QDR6-GM6T | Keyboard and mouse | 10E001 2520 4100 00 000000 0000 | 54.99 |
| AMAZON CAPITAL SERVI | 17XF-H6XJ-FFM6 | Restorative Practice Books for Mongan | 10E001 2320 4100 00 000000 0000 | 56.06 |
| AMAZON CAPITAL SERVI | 17TD-19PM-PRQ7 | Athletics Cheer Speaker | 10E002 1500 4100 00 000000 0000 | 249.95 |
| AMAZON CAPITAL SERVI | 11F4-X4KF-JFNG | IC Supplies | 10E002 2212 4100 00 000000 0000 | 71.13 |
| AMAZON CAPITAL SERVI | 1DND-KFRJ-1QFG | IC Supplies | 10E002 2212 4100 00 000000 0000 | 154.97 |
| AMAZON CAPITAL SERVI | 13K4-RQQY-HC31 | IC Supplies | 10E002 2212 4100 00 000000 0000 | 14.99 |
| AMAZON CAPITAL SERVI | 1YM3-QDR6-F994 | IC Supplies | 10E002 2212 4100 00 000000 0000 | 56.94 |
| AMAZON CAPITAL SERVI | 1M3P-RVWL-G9PN | IC Supplies | 10E002 2212 4100 00 000000 0000 | 384.84 |
| AMAZON CAPITAL SERVI | 1PVC-YXJW-CKD6 | Order for STEAM | 10E003 1100 4100 00 499800 0000 | 1,236.43 |
| AMAZON CAPITAL SERVI | 1XD9-MKN7-JXL7 | Order for STEAM | 10E003 1100 4100 00 499800 0000 | 267.16 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| AMAZON CAPITAL SERVI | 1FPN-GFL9-PHTV | Order for STEAM | 10E003 1100 4100 00 499800 0000 | 442.45 |
| AMAZON CAPITAL SERVI | 1PHW-7KL6-3RV1 | Order for STEAM | 10E003 1100 4100 00 499800 0000 | 1,638.92 |
| AMAZON CAPITAL SERVI | 1N9X-WXKY-DG66 | Office supplies, staples, file folders | 10E001 2520 4100 00 000000 0000 | 116.58 |
| AMAZON CAPITAL SERVI | 1J6G-VHP9-TVML | B & G Office Supplies, Grounds Supplies and Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 1,325.22 |
| AMAZON CAPITAL SERVI | 1J6G-VHP9-TVML | B & G Office Supplies, Grounds Supplies and Maintenance Supplies | 20E001 2540 4120 00 000000 0000 | 32.00 |
| AMAZON CAPITAL SERVI | 1T7L-616D-VN7W | Grounds Supplies | 20E001 2540 4120 00 000000 0000 | 34.51 |
| AMAZON CAPITAL SERVI | 1FWY-VFJ1-QTXV | Items for calming room | 10E002 1130 4900 00 000000 0000 | 23.69 |
| AMAZON CAPITAL SERVI | 1YCM-RLMM-GNRY | Tech mounting bracket, box, wall plate | 10E001 2660 4100 00 000000 0000 | 23.98 |
| AMAZON CAPITAL SERVI | 1LWW-XRPN-991L | Laminator for CMS LMC | 10E003 2220 7100 00 000000 0000 | 2,100.90 |
| AMAZON CAPITAL SERVI | 14R6-GTQD-9CQV | Paper Shredder for CMS | 10E003 2410 4100 00 000000 0000 | 348.98 |
| AMAZON CAPITAL SERVI | 1GN6-TWCD-XRPX | Cork Board for Wall | 10E003 2410 4100 00 000000 0000 | 48.99 |
| AMAZON CAPITAL SERVI | 1D19-FC3V-HQL1 | Standing Desk | 10E003 2410 4100 00 000000 0000 | 69.99 |
| | | | Totals for AMAZON CAPITAL SERVICES, INC | 9,724.69 |
| AMERICAN RED CROSS H | 22594306 | First Aid Certifications | 10E002 1130 3190 00 000000 0000 | 115.00 |
| | | | Totals for AMERICAN RED CROSS HEALTH & S | 115.00 |
| APPLE INC | MA01931090 | iMacs for CTE | 10E001 2660 7100 00 000000 0000 | 9,995.00 |
| | | | Totals for APPLE INC | 9,995.00 |
| ARLINGTON FURNITURE | 7729 | Furniture Assembly Maintenance Building | 20E001 2540 3100 00 000000 0000 | 2,212.50 |
| ARLINGTON FURNITURE | 7729 | Furniture Assembly Maintenance Building | 40E001 2550 3190 00 000000 0000 | 2,212.50 |
| | | | Totals for ARLINGTON FURNITURE CONTRACTO | 4,425.00 |
| AVI SYSTEMS, INC | 88883749 | TVs for Room 111 | 10E002 2410 7100 00 000000 0000 | 3,064.77 |
| AVI SYSTEMS, INC | 88883767 | Accessories for hanging 3 TVs in Room 111 | 10E002 2410 4100 00 000000 0000 | 1,292.01 |
| AVI SYSTEMS, INC | 88887119 | Display monitor for Social Work Office | 10E008 2410 7100 00 000000 0000 | 1,177.80 |
| | | | Totals for AVI SYSTEMS, INC | 5,534.58 |
| BADGER SPORTING GOOD | AAF009844-AF04 | Staff T-shirts | 10E002 2410 4100 00 000000 0000 | 1,900.00 |
| | | | Totals for BADGER SPORTING GOODS CO, INC | 1,900.00 |
| BIRCH AGENCY | 3950007244 | Contracted employee invoices | 10E001 1205 3100 00 000000 0000 | 539.50 |
| BIRCH AGENCY | 3950006983 | Contracted employee invoices | 10E001 1205 3100 00 000000 0000 | 2,129.78 |
| | | | Totals for BIRCH AGENCY | 2,669.28 |
| BOB JASS CHEVROLET I | 279034 | Fuse Replacements | 40E001 2550 3230 00 000000 0000 | 93.66 |
| | | | Totals for BOB JASS CHEVROLET INC | 93.66 |
| BRIGHTSTAR CARE | IVC7721730 | Contracted nurse | 10E001 2130 3100 00 000000 0000 | 2,358.75 |
| BRIGHTSTAR CARE | IVC7739473 | Contracted nurse | 10E001 2130 3100 00 000000 0000 | 722.50 |
| | | | Totals for BRIGHTSTAR CARE | 3,081.25 |
| BRITTS-AXEN, CATHERI | May 17 | Reimb for play supplies, Showcase and State Track gifts | 10E003 2410 4100 00 000000 0000 | 119.02 |
| | | | Totals for BRITTS-AXEN, CATHERINE | 119.02 |
| BSN SPORTS, INC | 921874098 | 2022-2023 Seasonal Help Uniform | 20E001 2540 4110 00 000000 0000 | 806.12 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| | | Order | | |
| BSN SPORTS, INC | 922027352 | 2022-2023 B & G Staff Uniform Order | 20E002 2540 4110 00 000000 0000 | 5,585.50 |
| | | | Totals for BSN SPORTS, INC | 6,391.62 |
| BUCKEYE POWER SALES | PS92592 | Generator Transfer Switches LL | 20E005 2540 5400 00 392500 0000 | 9,605.30 |
| BUCKEYE POWER SALES | PS92806 | Generator Transfer Switches HBT | 20E004 2540 5400 00 392500 0000 | 14,131.34 |
| | | | Totals for BUCKEYE POWER SALES CO, INC | 23,736.64 |
| CAMELOT THERAPEUTIC | INV164204 | Monthly Tuition May 2023 | 10E001 1912 6700 00 000000 0000 | 5,985.90 |
| | | | Totals for CAMELOT THERAPEUTIC SCHOOLS, | 5,985.90 |
| CDW GOVERNMENT, INC | KM96254 | Black box cabling | 10E001 2660 4100 00 000000 0000 | 4,222.20 |
| | | | Totals for CDW GOVERNMENT, INC | 4,222.20 |
| CINTAS CORPORATION # | 4158725964 | Service Mats | 40E001 2550 3700 00 000000 0000 | 81.26 |
| | | | Totals for CINTAS CORPORATION #355 | 81.26 |
| CITY OF ELGIN | 330845-39520 05/ | Water Service PKMS | 20E001 2540 3700 00 000000 0000 | 2,025.76 |
| CITY OF ELGIN | 330845-42337 05/ | Water Service CT | 20E001 2540 3700 00 000000 0000 | 1,356.44 |
| | | | Totals for CITY OF ELGIN | 3,382.20 |
| COLLINS, CRAIG | Jan-Jun 2023 | Mentoring Services Jan-Jun 2023 | 10E001 2210 3190 00 493200 0000 | 1,322.05 |
| | | | Totals for COLLINS, CRAIG | 1,322.05 |
| CONSERV FS | 6425056 | Grounds Supplies | 20E001 2540 4120 00 000000 0000 | 5,765.00 |
| | | | Totals for CONSERV FS | 5,765.00 |
| CONSOLIDATED FLOORIN | 35701 | District Office Flooring | 20E001 2540 5400 00 000000 0000 | 15,577.82 |
| | | | Totals for CONSOLIDATED FLOORING OF CHIC | 15,577.82 |
| CONTINENTAL RESOURCE | 91141915 | WiFi 6E Access Point with Adaptive Bluetooth, Universal Mounting Bracket | 10E001 2660 7100 00 000000 0000 | -19,725.00 |
| CONTINENTAL RESOURCE | 91143574 | WiFi 6E Access Point with Adaptive Bluetooth, Universal Mounting Bracket, 5 Year Mist Subscription WIF | 10E001 2660 7100 00 000000 0000 | 19,725.00 |
| CONTINENTAL RESOURCE | 91143703 | HPE StoreOnce 3620 24TB System | 10E001 2660 3160 00 000000 0000 | 1,175.00 |
| | | | Totals for CONTINENTAL RESOURCES, INC | 1,175.00 |
| CORE ACADEMY | SESINV-029395 | Monthly tuition June 2023 | 10E001 1912 6700 00 000000 0000 | 2,153.69 |
| | | | Totals for CORE ACADEMY | 2,153.69 |
| DATAMATION IMAGING S | JUN-80084 | Monthly file storage May 2023 | 10E001 2660 3160 00 462000 0000 | 525.00 |
| DATAMATION IMAGING S | JUN-80084 | Monthly file storage May 2023 | 10E001 2660 3160 00 000000 0000 | 168.00 |
| | | | Totals for DATAMATION IMAGING SERVICES | 693.00 |
| DELL MARKETING LP | 10683839900 | Precision 3460 Small Form Factor | 10E001 2660 7100 00 000000 0000 | 40,132.26 |
| DELL MARKETING LP | 10681522545 | Staff Laptops | 10E001 2660 7100 00 000000 0000 | 211,750.00 |
| DELL MARKETING LP | 10682142827 | Precision 3460 Small Form Factor Base, Bluetooth wireless cord | 10E001 2660 7100 00 000000 0000 | 22,932.72 |
| DELL MARKETING LP | 10682011225 | Dell UltraSharp 27 Monitor | 10E001 2660 4100 00 000000 0000 | 10,768.89 |
| | | | Totals for DELL MARKETING LP | 285,583.87 |
| DIRECT ENERGY BUSINE | HS33670871 | Gas Service All Buildings | 20E001 2540 4650 00 000000 0000 | 208.48 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| DIRECT ENERGY BUSINE | HS33670871 | Gas Service All Buildings | 20E002 2540 4650 00 000000 0000 | 2,024.34 |
| DIRECT ENERGY BUSINE | HS33670871 | Gas Service All Buildings | 20E003 2540 4650 00 000000 0000 | 967.87 |
| DIRECT ENERGY BUSINE | HS33670871 | Gas Service All Buildings | 20E004 2540 4650 00 000000 0000 | 405.02 |
| DIRECT ENERGY BUSINE | HS33670871 | Gas Service All Buildings | 20E005 2540 4650 00 000000 0000 | 156.43 |
| DIRECT ENERGY BUSINE | HS33670871 | Gas Service All Buildings | 20E008 2540 4650 00 000000 0000 | 847.93 |
| DIRECT ENERGY BUSINE | HS33670871 | Gas Service All Buildings | 20E010 2540 4650 00 000000 0000 | 834.68 |
| DIRECT ENERGY BUSINE | HS33670871 | Gas Service All Buildings | 20E011 2540 4650 00 000000 0000 | 1,096.52 |
| | | | Totals for DIRECT ENERGY BUSINESS | 6,541.27 |
| DOMANICO PSYCHOLOGIC | 2841 | Psych Eval CT | 10E001 2140 3140 00 462000 0000 | 850.00 |
| | | | Totals for DOMANICO PSYCHOLOGICAL SERVIC | 850.00 |
| DOMICH, EUGENE | Uniform FY23 | 2022-2023 Uniform Reimbursement | 20E002 2540 4110 00 000000 0000 | 325.00 |
| | | | Totals for DOMICH, EUGENE | 325.00 |
| DUFFY, KEVIN | Uniform FY23 | 2022-2023 Uniform Reimbursement | 20E002 2540 4110 00 000000 0000 | 190.25 |
| | | | Totals for DUFFY, KEVIN | 190.25 |
| ECOWATER/DEKALB BOTT | 10025 06-23 | Athletics Office Water | 10E002 1500 4900 00 000000 0000 | 66.65 |
| | | | Totals for ECOWATER/DEKALB BOTTLED WATER | 66.65 |
| ELGIN COMMUNITY COLL | 23SPBURL | Dual Credit | 10E001 4270 6700 00 000000 0000 | 22,206.88 |
| | | | Totals for ELGIN COMMUNITY COLLEGE | 22,206.88 |
| ELIZABETH, KURIAN | Lunch Refund | Food Service Refund PV | 10R008 1611 0000 00 000000 0000 | 39.60 |
| | | | Totals for ELIZABETH, KURIAN | 39.60 |
| ERIKSSON ENGINEERING | 28188 | Topographic Mapping New HS | 20E002 2540 5410 00 000000 0000 | 25,000.00 |
| | | | Totals for ERIKSSON ENGINEERING ASSOCIAT | 25,000.00 |
| ESPOSITO, SHANNON | Lunch Refund | Food service refund $10.11, $9.99 applied to outstanding book fee CHS | 10R002 1611 0000 00 000000 0000 | 10.11 |
| | | | Totals for ESPOSITO, SHANNON | 10.11 |
| FARRINGTON, SARAH | May 30 | CHS Reimb for breakfast items | 10E002 2410 4100 00 000000 0000 | 101.92 |
| | | | Totals for FARRINGTON, SARAH | 101.92 |
| FEDEX | 9-653-74719 | Late fee services | 10E011 2410 3900 00 000000 0000 | 6.34 |
| | | | Totals for FEDEX | 6.34 |
| FINLEY, JIM | Lunch Refund | Food service refund $29.70, $25.00 applied to outstanding book fee CHS | 10R002 1611 0000 00 000000 0000 | 29.70 |
| | | | Totals for FINLEY, JIM | 29.70 |
| FITZGERALD LIGHTING | 36943 | Lighting Replacement and Repairs CT | 20E001 2540 3230 00 000000 0000 | 10,019.50 |
| | | | Totals for FITZGERALD LIGHTING | 10,019.50 |
| FLINN SCIENTIFIC, IN | 2857512 | Ag supplies | 10E002 1400 4100 00 000000 0000 | 1,036.89 |
| | | | Totals for FLINN SCIENTIFIC, INC | 1,036.89 |
| FOLLETT CONTENT SOLU | 677130F | Follett Library Book Order | 10E001 1100 4100 00 440000 0000 | 38.07 |
| FOLLETT CONTENT SOLU | 677163F | Follett Library Book Order | 10E001 1100 4100 00 440000 0000 | 60.08 |
| FOLLETT CONTENT SOLU | 677151F | Follett Library Book Order | 10E001 1100 4100 00 440000 0000 | 18.42 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| | | | Totals for FOLLETT CONTENT SOLUTIONS, LL | 116.57 |
| FOLLETT SCHOOL SOLUT | 1511355 | Library Supplies | 10E004 2220 4100 00 000000 0000 | 107.86 |
| | | | Totals for FOLLETT SCHOOL SOLUTIONS, INC | 107.86 |
| FOUR POINT O, INC | 13071 | Roller Shades for District Office | 20E001 2540 4110 00 000000 0000 | 4,595.00 |
| | | | Totals for FOUR POINT O, INC | 4,595.00 |
| FOX VALLEY FIRE & SA | IN00604270 | Recharge 5-6 LB ABC Extinguisher Transportation | 20E001 2540 3100 00 000000 0000 | 125.00 |
| | | | Totals for FOX VALLEY FIRE & SAFETY CO | 125.00 |
| FRANK COONEY CO INC | 79687 | Staff Lounge Seating | 10E008 2410 4100 00 000000 0000 | 825.00 |
| FRANK COONEY CO INC | 79687 | Staff Lounge Seating | 10E008 2410 7100 00 000000 0000 | 1,798.00 |
| FRANK COONEY CO INC | 79736 | Storage For Nurses Office | 10E008 2410 7100 00 000000 0000 | 4,253.00 |
| | | | Totals for FRANK COONEY CO INC | 6,876.00 |
| GORDON FLESCH COMPAN | IN14240081 | Office supplies | 10E002 2410 4100 00 000000 0000 | 101.92 |
| GORDON FLESCH COMPAN | IN14249023 | Black and Color copies | 10E001 2410 3250 00 000000 0000 | 966.61 |
| | | | Totals for GORDON FLESCH COMPANY INC | 1,068.53 |
| GRAINGER | 9727330343 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 126.24 |
| GRAINGER | 9727786247 | Maintenance Supplies | 20E001 2540 7100 00 000000 0000 | 692.05 |
| GRAINGER | 9735423098 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 195.11 |
| GRAINGER | 9735127178 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 146.50 |
| GRAINGER | 9738065755 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 495.55 |
| GRAINGER | 9737665225 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 991.10 |
| | | | Totals for GRAINGER | 2,646.55 |
| GRANGER, SAMANTHA | Lunch Refund | Food Service Refund CT | 10R010 1611 0000 00 000000 0000 | 131.20 |
| | | | Totals for GRANGER, SAMANTHA | 131.20 |
| GROOT INC | 10932631T107 | Refuse and Recycle All Buildings | 20E001 2540 3210 00 000000 0000 | 2,469.87 |
| | | | Totals for GROOT INC | 2,469.87 |
| HAMEL, BRODY | May 2023 | PKMS Reimb for IESA State Track, East Peoria May 19, 2023 | 10E011 1500 3320 00 000000 0000 | 188.61 |
| | | | Totals for HAMEL, BRODY | 188.61 |
| HERFF JONES, INC | 1184117 | Diploma | 10E002 2410 4100 00 000000 0000 | 16.28 |
| | | | Totals for HERFF JONES, INC | 16.28 |
| HEROLD, LEAH | Jun 2023 | Reimb for mileage June 2023 | 10E001 2212 3320 00 000000 0000 | 31.16 |
| HEROLD, LEAH | May 2023 | Reimb for mileage May 2023 | 10E001 2212 3320 00 000000 0000 | 163.77 |
| | | | Totals for HEROLD, LEAH | 194.93 |
| HINCKLEY SPRING WATE | 2448865 062423 | Water Filtration System | 40E001 2550 3700 00 000000 0000 | 82.92 |
| HINCKLEY SPRING WATE | 14870571 070123 | B & G Bottled Water | 20E001 2540 3700 00 000000 0000 | 38.96 |
| | | | Totals for HINCKLEY SPRING WATER COMPANY | 121.88 |
| HOME DEPOT PRO | 747436368 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 16.16 |
| HOME DEPOT PRO | 747231793 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 31.64 |
| HOME DEPOT PRO | 747231777 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 33.10 |
| HOME DEPOT PRO | 747231785 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 53.82 |
| HOME DEPOT PRO | 747436350 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 361.89 |
| HOME DEPOT PRO | 748596392 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 1,356.80 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| HOME DEPOT PRO | 747877835 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 1,248.75 |
| HOME DEPOT PRO | 748844461 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 691.60 |
| HOME DEPOT PRO | 748650942 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 512.01 |
| HOME DEPOT PRO | 747660280 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 56.58 |
| HOME DEPOT PRO | 747660272 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 128.36 |
| HOME DEPOT PRO | 748844487 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 222.00 |
| HOME DEPOT PRO | 748844479 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 492.78 |
| HOME DEPOT PRO | 749563391 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 4.90 |
| HOME DEPOT PRO | 749563409 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 14.37 |
| HOME DEPOT PRO | 749563383 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 18.32 |
| HOME DEPOT PRO | 749802773 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 33.10 |
| HOME DEPOT PRO | 750040537 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 83.90 |
| HOME DEPOT PRO | 749089561 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 128.32 |
| HOME DEPOT PRO | 749802807 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 205.76 |
| HOME DEPOT PRO | 749802799 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 232.00 |
| HOME DEPOT PRO | 749802765 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 241.26 |
| HOME DEPOT PRO | 750040529 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 321.36 |
| HOME DEPOT PRO | 750040545 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 349.04 |
| HOME DEPOT PRO | 749802781 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 388.58 |
| HOME DEPOT PRO | 749336905 | Cleaning Equipment, floor scrubber | 20E001 2540 5400 00 000000 0000 | 7,885.00 |
| HOME DEPOT PRO | 50814612 | Cleaning Equipment, floor scrubber | 20E001 2540 5400 00 000000 0000 | 8,659.00 |
| HOME DEPOT PRO | 50792158 | Cleaning Equipment, CHS fieldhouse equipment replacement | 20E001 2540 5400 00 000000 0000 | 47,997.76 |
| HOME DEPOT PRO | 750513731 | Equipment Repairs | 20E001 2540 3230 00 000000 0000 | 247.40 |
| HOME DEPOT PRO | 750278335 | Custodial Supplies | 20E001 2540 4100 00 000000 0000 | 245.40 |
| HOME DEPOT PRO | 749662243 | Moving Boxes | 40E001 2550 4100 00 000000 0000 | 327.70 |
| | | | Totals for HOME DEPOT PRO | 72,588.66 |
| IBARRA, PAULA | Lunch Refund | Food Service Refund HBT | 10R004 1611 0000 00 000000 0000 | 44.20 |
| | | | Totals for IBARRA, PAULA | 44.20 |
| IL ASCD | 67618 | ILASCD - Classrooms and ChatGPT class | 10E002 2212 6400 00 000000 0000 | 189.00 |
| IL ASCD | 67618 | ILASCD - Classrooms and ChatGPT class | 10E011 2212 6400 00 000000 0000 | 189.00 |
| | | | Totals for IL ASCD | 378.00 |
| IMEG CONSULTANTS COR | 23002598.00-1 | Professional Services for CHS Classroom Addition | 20E002 2540 5400 00 000000 0000 | 57,862.66 |
| | | | Totals for IMEG CONSULTANTS CORP. | 57,862.66 |
| IN2GREAT PEDIATRIC T | 873 | OT Therapy | 10E001 1200 3140 00 462000 0000 | 1,700.00 |
| | | | Totals for IN2GREAT PEDIATRIC THERAPY SE | 1,700.00 |
| JACOBS HIGH SCHOOL | May 8 | Athletics 2023 FVC Girls JV Track Meet May 8, 2023 | 10E002 1500 6400 00 000000 0000 | 155.09 |
| | | | Totals for JACOBS HIGH SCHOOL | 155.09 |
| JOHNSON, ANN MARIE | June 21 | Reimb for ILSNA annual conference 6/21-6/22 | 10E002 2560 6400 00 000000 0000 | 484.60 |
| | | | Totals for JOHNSON, ANN MARIE | 484.60 |
| K LOG, INC | 23-321522-1 | Building furniture, adjustable table, sofa | 10E004 2410 4100 00 000000 0000 | 5,055.77 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| | | | Totals for K LOG, INC | 5,055.77 |
| K&J PAINTING LLC | 2317.2802 | Painting Projects HBT | 20E001 2540 3230 00 000000 0000 | 3,287.00 |
| | | | Totals for K&J PAINTING LLC | 3,287.00 |
| KANE COUNTY SHERIFF | FY22-23 | Resource Officer Services | 10E002 1130 3100 00 000000 0000 | 53,480.64 |
| | | | Totals for KANE COUNTY SHERIFF DEPT | 53,480.64 |
| KHOLLMAN, KIMBERLY | Lunch Refund | Food Service Refund HBT | 10R004 1611 0000 00 000000 0000 | 41.85 |
| | | | Totals for KHOLLMAN, KIMBERLY | 41.85 |
| KRUEGER INTERNATIONA | 14520361 | Library furniture HBT | 10E004 2220 4100 00 000000 0000 | 979.20 |
| | | | Totals for KRUEGER INTERNATIONAL, INC | 979.20 |
| LARSON & DARBY GROUP | 43564 | Professional Services for Future High School Program & Concepts | 20E002 2540 5410 00 000000 0000 | 7,591.29 |
| LARSON & DARBY GROUP | 43563 | Professional Services for High School Addition | 20E002 2540 5400 00 000000 0000 | 62,121.04 |
| | | | Totals for LARSON & DARBY GROUP | 69,712.33 |
| LEISNER, MELISSA | May 23 | PKMS Reimb for DEI end of year supplies | 10E011 1120 4900 00 000000 0000 | 62.20 |
| | | | Totals for LEISNER, MELISSA | 62.20 |
| MAHER, LAUREN | Lunch Refund FY2 | Food Service Refund HBT | 10R004 1611 0000 00 000000 0000 | 18.00 |
| | | | Totals for MAHER, LAUREN | 18.00 |
| MALCOR ROOFING OF IL | 4237 | Roof Repairs CT | 20E001 2540 3230 00 000000 0000 | 3,348.00 |
| | | | Totals for MALCOR ROOFING OF ILLINOIS IN | 3,348.00 |
| MARIANJOY REHABILITA | 5329635 May 2023 | Behind the Wheel Training | 10E001 1200 3140 00 462000 0000 | 284.00 |
| | | | Totals for MARIANJOY REHABILITATION HOSP | 284.00 |
| MCGRAW HILL SCHOOL E | 128380029001 | Number Worlds | 10E001 1200 4100 00 462000 0000 | 74.65 |
| | | | Totals for MCGRAW HILL SCHOOL EDUCATION | 74.65 |
| MELVIN, LINDSAY | May 21 | PKMS Reimb for Falcon Day supplies | 10E011 1120 4900 00 000000 0000 | 55.05 |
| | | | Totals for MELVIN, LINDSAY | 55.05 |
| MENARDS, ELGIN | 58308 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 599.67 |
| MENARDS, ELGIN | 58478 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 91.57 |
| MENARDS, ELGIN | 58622 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 99.53 |
| MENARDS, ELGIN | 58772 | Grounds Supplies | 20E001 2540 4120 00 000000 0000 | 202.57 |
| MENARDS, ELGIN | 58561 | Grounds Supplies | 20E001 2540 4120 00 000000 0000 | 1,351.83 |
| MENARDS, ELGIN | 58704 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 405.50 |
| MENARDS, ELGIN | 58704 | Maintenance Supplies | 20E001 2540 7100 00 000000 0000 | 1,196.00 |
| MENARDS, ELGIN | 58247 | Paint Supplies | 40E001 2550 4100 00 000000 0000 | 71.48 |
| MENARDS, ELGIN | 59163 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 792.14 |
| MENARDS, ELGIN | 59104 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 555.38 |
| MENARDS, ELGIN | 59010 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 47.27 |
| MENARDS, ELGIN | 59170 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 239.94 |
| MENARDS, ELGIN | 59318 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 431.59 |
| MENARDS, ELGIN | 59346 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 540.82 |
| MENARDS, ELGIN | 59671 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 380.22 |
| MENARDS, ELGIN | 59747 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 498.76 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| MENARDS, ELGIN | 57738 | Grounds Supplies | 20E001 2540 4120 00 000000 0000 | 4,509.86 |
| MENARDS, ELGIN | 57738 | Grounds Supplies | 20E001 2540 7100 00 000000 0000 | 549.99 |
| MENARDS, ELGIN | 59826 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 113.74 |
| MENARDS, ELGIN | 59265 | Misc. Parts | 40E001 2550 4110 00 000000 0000 | 17.90 |
| MENARDS, ELGIN | 58442 | Hose Hanger | 40E001 2550 4110 00 000000 0000 | 8.99 |
| MENARDS, ELGIN | 59606 | Bungee Cords | 40E001 2550 4100 00 000000 0000 | 9.54 |
| | | | Totals for MENARDS, ELGIN | 12,714.29 |
| METRO PREP | MPG 673894 | Monthly Tuition May 2023 | 10E001 1912 6700 00 000000 0000 | 6,189.48 |
| METRO PREP | MPH 673915 | Monthly Tuition May 2023 | 10E001 1912 6700 00 000000 0000 | 6,189.48 |
| | | | Totals for METRO PREP | 12,378.96 |
| MID VALLEY SP ED COO | FY24 Tuition | FY24 Tuition Invoice estimated 1st semster | 10E001 4120 3190 00 000000 0000 | 197,888.40 |
| MID VALLEY SP ED COO | FY24 Tuition | FY24 Tuition Invoice estimated 1st semster | 10E001 4220 6700 00 000000 0000 | 1,770,140.52 |
| MID VALLEY SP ED COO | FY24 Tuition | FY24 Tuition Invoice estimated 1st semster | 10E001 4220 6700 00 462000 0000 | 45,923.00 |
| MID VALLEY SP ED COO | FY24 Tuition | FY24 Tuition Invoice estimated 1st semster | 10E001 4290 6700 00 000000 0000 | 18,096.00 |
| | | | Totals for MID VALLEY SP ED COOPERATIVE | 2,032,047.92 |
| MIDWEST COMPUTER PRO | 720410 | Projector for Gym | 10E010 2410 7100 00 000000 0000 | 3,375.00 |
| | | | Totals for MIDWEST COMPUTER PRODUCTS, IN | 3,375.00 |
| MINEHART, MEGAN | Aug 15 | PKMS Reimb for lock | 10E011 1120 4900 00 000000 0000 | 25.16 |
| MINEHART, MEGAN | Jun 8 | PKMS Reimb for AA#3913, Your Response to Racism in Schools June 8, 2023 | 10E011 2410 6400 00 000000 0000 | 299.00 |
| MINEHART, MEGAN | May 31 | PKMS Reimb for teacher appreciation and last day supplies | 10E011 2410 4900 00 000000 0000 | 963.07 |
| | | | Totals for MINEHART, MEGAN | 1,287.23 |
| NEWQUIST, MATTHEW | 424445 | PKMS Reimb for AA#3896, School Leadership Framework for Growth & Development June 6, 2023 | 10E011 2410 6400 00 000000 0000 | 299.00 |
| NEWQUIST, MATTHEW | May 29 | PKMS Reimb for supplies | 10E011 2410 4900 00 000000 0000 | 126.36 |
| | | | Totals for NEWQUIST, MATTHEW | 425.36 |
| NOMELLINI, LAURIE | June 21 | Reimb for ILSNA annual conference 6/21-6/22 | 10E011 2560 6400 00 000000 0000 | 484.60 |
| | | | Totals for NOMELLINI, LAURIE | 484.60 |
| NORTHWESTERN ILLINOI | 230314 | Interpreter services | 10E001 4120 3190 00 000000 0000 | 185.85 |
| | | | Totals for NORTHWESTERN ILLINOIS ASSOCIA | 185.85 |
| PACE ANALYTICAL SERV | I9558636 | Water Testing Services CMS | 20E001 2540 3100 00 000000 0000 | 288.40 |
| | | | Totals for PACE ANALYTICAL SERVICES, LLC | 288.40 |
| PEAVY, HAVEN | Lunch Refund | Food Service Refund HBT | 10R004 1611 0000 00 000000 0000 | 44.40 |
| | | | Totals for PEAVY, HAVEN | 44.40 |
| PEREZ, JENNY | Lunch Refund | Food Service Refund CHS | 10R002 1611 0000 00 000000 0000 | 6.05 |
| | | | Totals for PEREZ, JENNY | 6.05 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| PETTY CASH | Jun 30 | Petty cash DO, curriculum supplies, admin, transportation postage | 10E001 2210 6400 00 000000 0000 | -3.54 |
| PETTY CASH | Jun 30 | Petty cash DO, curriculum supplies, admin, transportation postage | 10E001 2212 4100 00 000000 0000 | 67.94 |
| PETTY CASH | Jun 30 | Petty cash DO, curriculum supplies, admin, transportation postage | 10E001 2520 4100 00 000000 0000 | 157.63 |
| PETTY CASH | Jun 30 | Petty cash DO, curriculum supplies, admin, transportation postage | 40E001 2550 3190 00 000000 0000 | 9.55 |
| | | | Totals for PETTY CASH | 231.58 |
| PIONEER MANUFACTURIN | INV885763 | Grounds Supplies | 20E001 2540 7100 00 000000 0000 | 3,766.37 |
| | | | Totals for PIONEER MANUFACTURING CO/ATHL | 3,766.37 |
| PITNEY BOWES GLOBAL | 3106160267 | Postage Meter CMS | 10E001 2410 3250 00 000000 0000 | 180.72 |
| | | | Totals for PITNEY BOWES GLOBAL FINANCIAL | 180.72 |
| PITNEY BOWES INC | Postage 06-23 | June postage added to meter | 10E011 2410 3410 00 000000 0000 | 500.00 |
| PITNEY BOWES INC | Postage 06-23 | June postage added to meter | 10E001 2520 3410 00 000000 0000 | 2,500.00 |
| | | | Totals for PITNEY BOWES INC | 3,000.00 |
| POMP'S TIRE SERVICE | 640108105 | Tires | 40E001 2550 4130 00 000000 0000 | 1,109.94 |
| POMP'S TIRE SERVICE | 640108780 | Tires | 40E001 2550 4130 00 000000 0000 | 369.98 |
| | | | Totals for POMP'S TIRE SERVICE | 1,479.92 |
| PROJECT LEAD THE WAY | 400837 | PLTW Supplies, velcro | 10E002 2230 4100 00 474500 0000 | 18.00 |
| PROJECT LEAD THE WAY | 400502 | PLTW Supplies | 10E002 1130 4100 00 322000 0000 | 817.25 |
| | | | Totals for PROJECT LEAD THE WAY, INC | 835.25 |
| PSIC | P/C FY23-24 | Property and Casualty Insurance | 40E001 2550 3840 00 000000 0000 | 60,000.00 |
| PSIC | P/C FY23-24 | Property and Casualty Insurance | 80E001 2371 3840 00 000000 0000 | 505,960.48 |
| PSIC | W/C FY23-24 | Workers Compensation Insurance | 80E001 2362 3820 00 000000 0000 | 220,689.40 |
| | | | Totals for PSIC | 786,649.88 |
| QUINLAN & FABISH | 13923548 | Repairs | 10E011 1120 3230 00 000000 0000 | 293.00 |
| | | | Totals for QUINLAN & FABISH | 293.00 |
| RAY SCHRIEBER DISPOS | 291 | Roll Off Dumpster DO | 20E001 2540 3210 00 000000 0000 | 400.00 |
| RAY SCHRIEBER DISPOS | 297 | Roll Off Dumpsters CHS | 20E001 2540 3210 00 000000 0000 | 2,290.00 |
| RAY SCHRIEBER DISPOS | 304 | 20 yd. Roll-Off Dumpster CHS | 20E001 2540 3210 00 000000 0000 | 430.00 |
| | | | Totals for RAY SCHRIEBER DISPOSAL CO | 3,120.00 |
| RECAST SOFTWARE, INC | INV-04161 | RCT 12 month subscription 06/28/2023-06/27/2024 | 10E001 2660 3160 00 000000 0000 | 11,664.00 |
| | | | Totals for RECAST SOFTWARE, INC | 11,664.00 |
| RESPONDUS | 35547 | LockDown Browser Site License 8/1/23-7/31/24 | 10E001 2660 3160 00 000000 0000 | 4,045.00 |
| | | | Totals for RESPONDUS | 4,045.00 |
| REVTRAK | Fees 06-23 | June credit card fees | 10E001 2520 3100 00 000000 0000 | 7,493.66 |
| REVTRAK | Fees 06-23A | June Activity acct credit card fees | 10E001 2520 3100 00 000000 0000 | 6,623.30 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| | | | Totals for REVTRAK | 14,116.96 |
| RIDDELL ALL AMERICAN | 60482133 | CMS Athletics Drive Pant w/Pads | 10E003 1500 4110 00 000000 0000 | 1,886.07 |
| RIDDELL ALL AMERICAN | 951818640 | CMS Athletics FB Jersey Reversible | 10E003 1500 4110 00 000000 0000 | 3,166.18 |
| | | | Totals for RIDDELL ALL AMERICAN SPORTS C | 5,052.25 |
| RIVEREDGE HOSPITAL | 20230125 | Tutoring | 10E001 1200 3140 00 462000 0000 | 120.00 |
| | | | Totals for RIVEREDGE HOSPITAL | 120.00 |
| ROADWAY TOWING & SER | 24728 | Safety Lane | 40E001 2550 6400 00 000000 0000 | 376.00 |
| | | | Totals for ROADWAY TOWING & SERVICE, INC | 376.00 |
| ROBINSON, RYAN | Jun 13 | Fuel Reimbursement - FFA State Convention | 40E001 2550 4640 00 000000 0000 | 98.10 |
| | | | Totals for ROBINSON, RYAN | 98.10 |
| ROUTE 47 TRANSPORTAT | June 2023 | Private Transportation | 40E001 2550 3310 00 000000 0000 | 3,900.00 |
| ROUTE 47 TRANSPORTAT | June 2023a | Private Transportation | 40E001 2550 3310 00 000000 0000 | 2,244.00 |
| | | | Totals for ROUTE 47 TRANSPORTATION SERVI | 6,144.00 |
| rSCHOOL TODAY | 87036 | Rschool Annual Server sync and integration | 10E002 1500 3190 00 000000 0000 | 47.83 |
| rSCHOOL TODAY | 87036 | Rschool Annual Server sync and integration | 10E003 1500 3190 00 000000 0000 | 47.83 |
| rSCHOOL TODAY | 87036 | Rschool Annual Server sync and integration | 10E011 1500 3190 00 000000 0000 | 47.83 |
| | | | Totals for rSCHOOL TODAY | 143.49 |
| RT REPAIR | 17564 | Grounds Vehicle Repair | 20E002 2540 3230 00 000000 0000 | 460.00 |
| RT REPAIR | 17594 | Grounds Vehicle Repair | 20E002 2540 3230 00 000000 0000 | 536.10 |
| | | | Totals for RT REPAIR | 996.10 |
| RUSSO POWER EQUIPMEN | SPI20277263 | Grounds Supplies | 20E001 2540 4120 00 000000 0000 | 839.92 |
| | | | Totals for RUSSO POWER EQUIPMENT | 839.92 |
| SCHINDLER ELEVATOR C | 7153732584 | 3rd Party Witness for Elevator Inspection and FAID Testing CHS | 20E001 2540 3100 00 000000 0000 | 2,141.99 |
| | | | Totals for SCHINDLER ELEVATOR CORPORATIO | 2,141.99 |
| SCHMIDT, MICHAEL | May 27a | CHS Reimbursement for State Hotel Trip | 10E002 1500 3120 00 000000 0000 | 3,560.76 |
| | | | Totals for SCHMIDT, MICHAEL | 3,560.76 |
| SCHROEDER, GERALD | Lunch Refund | Food Service Refund CHS | 10R002 1611 0000 00 000000 0000 | 10.25 |
| | | | Totals for SCHROEDER, GERALD | 10.25 |
| SCIENTIFIC SALES, IN | 2169 | Vantage Pro2 weather station w/mounting pole kit | 10E011 1120 7100 00 000000 0000 | 887.04 |
| | | | Totals for SCIENTIFIC SALES, INC | 887.04 |
| SERVICE CONCEPTS, IN | 31471 | Trane Package Unit for LL HVAC Upgrade | 20E005 2540 5400 00 392500 0000 | 16,621.34 |
| SERVICE CONCEPTS, IN | 31472 | Trane Package Unit for DO | 20E001 2540 5400 00 000000 0000 | 42,445.00 |
| SERVICE CONCEPTS, IN | 30572 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 105.78 |
| SERVICE CONCEPTS, IN | 30576 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 375.90 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| SERVICE CONCEPTS, IN | 31458 | Maintenance Supplies, CHS exhaust fan | 20E001 2540 7100 00 000000 0000 | 2,475.00 |
| SERVICE CONCEPTS, IN | 31457 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 2,478.47 |
| SERVICE CONCEPTS, IN | 31505 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 42.90 |
| SERVICE CONCEPTS, IN | 31503 | Maintenance Supplies | 20E001 2540 7100 00 000000 0000 | 2,860.45 |
| SERVICE CONCEPTS, IN | 31504 | Maintenance Supplies, CHS pump motor | 20E001 2540 7100 00 000000 0000 | 3,236.25 |
| SERVICE CONCEPTS, IN | 31506 | Maintenance Supplies | 20E001 2540 3100 00 000000 0000 | 0.00 |
| SERVICE CONCEPTS, IN | 31544 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 15.72 |
| SERVICE CONCEPTS, IN | 31543 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 328.50 |
| SERVICE CONCEPTS, IN | 31583 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 8.97 |
| SERVICE CONCEPTS, IN | 31581 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 109.50 |
| SERVICE CONCEPTS, IN | 31582 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 109.50 |
| SERVICE CONCEPTS, IN | 31580 | Maintenance Supplies | 20E001 2540 4110 00 000000 0000 | 568.89 |
| SERVICE CONCEPTS, IN | 31573 | Maintenance Supplies | 20E001 2540 3100 00 000000 0000 | 930.00 |
| SERVICE CONCEPTS, IN | 31596 | Annual kitchen service contract FY24 | 10E001 2560 3190 00 000000 0000 | 27,205.44 |
| SERVICE CONCEPTS, IN | 31595 | Maintenance plumbing service contract 2023-2024 | 20E001 2540 3100 00 000000 0000 | 32,640.00 |
| SERVICE CONCEPTS, IN | 31594 | Maintenance service labor HVAC Contract 2023-2024 | 20E001 2540 3100 00 000000 0000 | 204,000.00 |
| SERVICE CONCEPTS, IN | 31577 | Disassembled ice machine at PV, cleaner, sanitizer | 10E008 2560 3230 00 000000 0000 | 227.93 |
| SERVICE CONCEPTS, IN | 31576 | Disassembled ice machine at PKMS, cleaner, sanitizer | 10E011 2560 3230 00 000000 0000 | 227.93 |
| SERVICE CONCEPTS, IN | 31574 | Disassembled ice machine at CHS, cleaner, sanitizer | 10E002 2560 3230 00 000000 0000 | 227.93 |
| SERVICE CONCEPTS, IN | 31578 | Disassembled ice machine at HBT, cleaner, sanitizer | 10E004 2560 3230 00 000000 0000 | 496.79 |
| SERVICE CONCEPTS, IN | 31579 | Disassembled ice machine at CMS, cleaner, sanitizer | 10E003 2560 3230 00 000000 0000 | 529.25 |
| SERVICE CONCEPTS, IN | 31575 | Disassembled ice machine at CT, cleaner, sanitizer | 10E010 2560 3230 00 000000 0000 | 38.43 |
| | | | Totals for SERVICE CONCEPTS, INC | 338,305.87 |
| SERVICE SANITATION I | 8646203 | Service of Mobile Classroom LL | 20E001 2540 3100 00 000000 0000 | 564.30 |
| SERVICE SANITATION I | 8646199 | Service of Port O Lets and Mobile Classrooms CHS | 20E001 2540 3100 00 000000 0000 | 794.70 |
| SERVICE SANITATION I | 8646202 | Service of Port O Lets and Mobile Classrooms PV | 20E001 2540 3100 00 000000 0000 | 1,111.50 |
| SERVICE SANITATION I | 8646201 | Service of Port O Lets and Mobile Classrooms HBT | 20E001 2540 3100 00 000000 0000 | 1,111.50 |
| SERVICE SANITATION I | 8646200 | Service of Port O Lets and Mobile Classrooms CT | 20E001 2540 3100 00 000000 0000 | 1,111.50 |
| SERVICE SANITATION I | 8646196 | Service of Port O Lets and Mobile Classrooms CHS | 20E001 2540 3100 00 000000 0000 | 695.40 |
| SERVICE SANITATION I | 8646197 | Service of Port O Lets and Mobile Classrooms CMS | 20E001 2540 3100 00 000000 0000 | 377.40 |
| SERVICE SANITATION I | 8646198 | Service of Port O Lets and Mobile Classrooms PKMS | 20E001 2540 3100 00 000000 0000 | 238.30 |
| | | | Totals for SERVICE SANITATION INC | 6,004.60 |
| SHALES MCNUTT CONSTR | 22-017-02 | Portable Heater Rental for Maintenance Facility Project | 20E002 2540 3250 00 000000 0000 | 2,125.00 |
| | | | Totals for SHALES MCNUTT CONSTRUCTION | 2,125.00 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| SNYDER, ERICA | Jun 2023 | Reimb for mileage June 2023 | 10E001 2212 3320 00 000000 0000 | 26.20 |
| | | | Totals for SNYDER, ERICA | 26.20 |
| SOURCEWELL TECHNOLOG | INV00001800 | Spring Math Licenses 7/1/23-7/1/24 | 10E001 2212 3190 00 000000 0000 | 12,690.00 |
| | | | Totals for SOURCEWELL TECHNOLOGY | 12,690.00 |
| SPARE WHEELS TRANSPO | 26850 | Private Transportation April 2023 | 40E001 2550 3310 00 000000 0000 | 7,533.19 |
| SPARE WHEELS TRANSPO | 26942 | Private Transportation May 2023 | 40E001 2550 3310 00 000000 0000 | 7,929.68 |
| SPARE WHEELS TRANSPO | 26943 | Private Transportation June 2023 | 40E001 2550 3310 00 000000 0000 | 755.21 |
| | | | Totals for SPARE WHEELS TRANSPORTATION C | 16,218.08 |
| SPECIAL EDUCATION SY | SYSINV-012422 | Private Transportation June 2023 | 40E001 2550 3310 00 000000 0000 | 807.73 |
| | | | Totals for SPECIAL EDUCATION SYSTEMS, IN | 807.73 |
| SPECIALIZED EDUCATIO | INV164734 | Monthly tuition May 2023 | 10E001 1912 6700 00 000000 0000 | 9,576.72 |
| SPECIALIZED EDUCATIO | INV165111 | Monthly tuition May 2023 | 10E001 1912 6700 00 000000 0000 | 1,064.08 |
| | | | Totals for SPECIALIZED EDUCATION OF ILLI | 10,640.80 |
| SPORTS IMPORTS, INC | INV10309 | Athletics Volleyball Equipment | 10E002 1500 7100 00 000000 0000 | 4,715.80 |
| | | | Totals for SPORTS IMPORTS, INC | 4,715.80 |
| STOVER, GAIL | May 2023 | Reimb for mileage May 2023 | 10E001 2212 3320 00 000000 0000 | 214.02 |
| STOVER, GAIL | Jun 2023 | Reimb for mileage June 2023 | 10E001 2212 3320 00 000000 0000 | 31.16 |
| | | | Totals for STOVER, GAIL | 245.18 |
| TIGERT, ERIN | Lunch Refund | Food Service Refund HBT | 10R004 1611 0000 00 000000 0000 | 32.80 |
| | | | Totals for TIGERT, ERIN | 32.80 |
| ULINE | 164629126 | Utility Cart Art | 10E003 1100 4100 00 499800 0000 | 613.90 |
| ULINE | 164629011 | Utility Carts for Art | 10E003 1100 4100 00 499800 0000 | 1,123.90 |
| ULINE | 164628927 | Utility Carts for Art | 10E003 1100 4100 00 499800 0000 | 1,123.90 |
| ULINE | 164628804 | Utility Carts for Art | 10E003 1100 4100 00 499800 0000 | 1,123.90 |
| | | | Totals for ULINE | 3,985.60 |
| UNITY SCHOOL BUS PAR | 553160-IN | Headlight Cap | 40E001 2550 4100 00 000000 0000 | 45.05 |
| | | | Totals for UNITY SCHOOL BUS PARTS | 45.05 |
| US BANK EQUIPMENT FI | 503708240 | Copiers | 10E001 2410 3250 00 000000 0000 | 7,437.27 |
| | | | Totals for US BANK EQUIPMENT FINANCE, IN | 7,437.27 |
| VERIZON WIRELESS SER | 9937385443 | B & G Cell Phone MiFi Emergency Phones | 20E001 2540 3400 00 000000 0000 | 992.39 |
| | | | Totals for VERIZON WIRELESS SERVICES LLC | 992.39 |
| VEX ROBOTICS, INC | 666019 | CMS Supplies, cable crimp tool, cable stock, cable connectors | 10E002 1130 4100 00 322000 0000 | 136.92 |
| | | | Totals for VEX ROBOTICS, INC | 136.92 |
| VILLAGE OF BURLINGTO | 119 06-23 | Water Service DO | 20E001 2540 3700 00 000000 0000 | 47.70 |
| | | | Totals for VILLAGE OF BURLINGTON | 47.70 |
| VIRCO INC | 92018488 | Office Furniture New Maintenance & Transportation Building | 20E003 2540 5400 00 000000 0000 | 20,390.16 |
| VIRCO INC | 92018488 | Office Furniture New Maintenance & Transportation Building | 40E001 2550 4110 00 000000 0000 | 20,390.16 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| | | | Totals for VIRCO INC | 40,780.32 |
| VONSCHNASE, JESSICA | June 21 | Reimb for ILSNA annual conference 6/21-6/22 | 10E001 2560 6400 00 000000 0000 | 698.11 |
| | | | Totals for VONSCHNASE, JESSICA | 698.11 |
| WAKOH WEAR INC | 2023-0406 | Supplies | 10E011 1500 4100 00 000000 0000 | 182.00 |
| WAKOH WEAR INC | 2023-0405 | Supplies | 10E011 1500 4100 00 000000 0000 | 169.00 |
| | | | Totals for WAKOH WEAR INC | 351.00 |
| WAREHOUSE DIRECT | 5512258-0 | Athletics Office Supplies | 10E002 1500 4100 00 000000 0000 | 57.97 |
| WAREHOUSE DIRECT | 5510313-0 | Athletics Supplies | 10E002 1500 4100 00 000000 0000 | 281.64 |
| | | | Totals for WAREHOUSE DIRECT | 339.61 |
| WESEMANN, TAWNYA | Lunch Refund | Food Service Refund CHS | 10R002 1611 0000 00 000000 0000 | 87.80 |
| | | | Totals for WESEMANN, TAWNYA | 87.80 |
| WILLIAMS, JANET | Lunch Refund FY2 | Food Service Refund CHS | 10R002 1611 0000 00 000000 0000 | 14.60 |
| | | | Totals for WILLIAMS, JANET | 14.60 |
| | | | Totals for checks | 4,236,939.55 |

**F U N D S U M M A R Y**

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 10 | EDUCATIONAL FUND | 0.00 | 510.56 | 2,648,429.97 | 2,648,940.53 |
| 20 | OPERATIONS AND MAINTENANCE | 0.00 | 0.00 | 742,983.26 | 742,983.26 |
| 30 | DEBT SERVICE, BOND & INTEREST | 0.00 | 0.00 | 950.00 | 950.00 |
| 40 | TRANSPORTATION FUND | 0.00 | 0.00 | 117,349.88 | 117,349.88 |
| 80 | TORT FUND | 0.00 | 0.00 | 726,715.88 | 726,715.88 |
| *** Fund Summary Totals *** | | 0.00 | 510.56 | 4,236,428.99 | 4,236,939.55 |

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

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| AGUINAGA, JACOB | June 2023 | Reimb for mileage June 2023 | 10E001 2660 3320 00 000000 0000 | 65.06 |
| | | | Totals for AGUINAGA, JACOB | 65.06 |
| AMAZON CAPITAL SERVI | 16W6-MGKY-7GXT | Keyboard and mouse | 10E001 2660 4100 00 000000 0000 | 61.94 |
| AMAZON CAPITAL SERVI | 1X7K-QKWN-HV6Y | Science Supplies | 10E010 1110 4100 00 000000 0000 | 461.08 |
| AMAZON CAPITAL SERVI | 14MQ-JQCP-KYVK | Nurse's Supplies | 10E010 1110 4250 00 000000 0000 | 67.55 |
| AMAZON CAPITAL SERVI | 1LHQ-KJXJ-J4LY | General Office supplies | 10E004 2410 4100 00 000000 0000 | 252.85 |
| AMAZON CAPITAL SERVI | 1F14-HFQJ-3W79 | Supplies | 10E008 2410 4100 00 000000 0000 | 0.00 |
| AMAZON CAPITAL SERVI | 1F14-HFQJ-3W79 | Supplies | 10E008 1110 4900 00 000000 0000 | 301.56 |
| AMAZON CAPITAL SERVI | 1GQ7-QPF3-3GQC | Classroom Supplies | 10E010 1110 4100 00 000000 0000 | 148.09 |
| AMAZON CAPITAL SERVI | 13FJ-D6J4-1JXT | Classroom Supplies | 10E010 2150 4100 00 000000 0000 | 76.96 |
| AMAZON CAPITAL SERVI | 1NG7-9JVD-343F | Office Supplies | 10E010 2410 4100 00 000000 0000 | 20.30 |
| AMAZON CAPITAL SERVI | 1MYF-Q117-47L3 | Classroom Supplies | 10E010 1110 4100 00 000000 0000 | 121.79 |
| AMAZON CAPITAL SERVI | 1L9V-R1GM-1D4W | CRM Books | 10E010 2220 4300 00 000000 0000 | 110.19 |
| AMAZON CAPITAL SERVI | 1N9Y-6T9Q-3VG7 | Classroom Supplies | 10E010 1110 4100 00 000000 0000 | 130.65 |
| AMAZON CAPITAL SERVI | 1X1H-YK7V-DW97 | Substitute badge supplies | 10E002 2410 4100 00 000000 0000 | 29.12 |
| AMAZON CAPITAL SERVI | 1N6H-GWPT-N1MH | FL supplies | 10E002 1130 4100 00 000000 0000 | 54.53 |
| AMAZON CAPITAL SERVI | 1CCK-1MTR-VV44 | Ag supplies | 10E002 1400 4100 00 000000 0000 | 465.38 |
| AMAZON CAPITAL SERVI | 1K4J-LJRX-WKJN | Int Draw supplies | 10E002 1130 4100 00 000000 0000 | 225.36 |
| AMAZON CAPITAL SERVI | 1N9D-4R3R-PGFK | Photo I & II supplies | 10E002 1130 4100 00 000000 0000 | 218.56 |
| AMAZON CAPITAL SERVI | 1CCQ-PN4D-QLTJ | DrPa supplies | 10E002 1130 4100 00 000000 0000 | 54.72 |
| AMAZON CAPITAL SERVI | 1VQC-KVTW-VGFF | AP Studio supplies | 10E002 1130 4100 00 000000 0000 | 49.34 |
| AMAZON CAPITAL SERVI | 11LC-Q3HH-W4KY | Science supplies | 10E002 1130 4100 00 000000 0000 | 151.71 |
| AMAZON CAPITAL SERVI | 1JQW-1X7T-XR3J | CTE Bus supplies | 10E002 1400 4100 03 000000 0000 | 105.32 |
| AMAZON CAPITAL SERVI | 1WX1-CDFT-CDQR | Office supplies | 10E002 2410 4100 00 000000 0000 | 1,679.47 |
| | | | Totals for AMAZON CAPITAL SERVICES, INC | 4,786.47 |
| ANTIOCH COMMUNITY HI | Aug 26a | Girls Golf with Antioch on 8/26 | 10E002 1500 6400 00 000000 0000 | 220.00 |
| | | | Totals for ANTIOCH COMMUNITY HIGH SCHOOL | 220.00 |
| BECKER, MARILYN | May 24 | Reimb for Spring Concert DVD | 10E008 1110 4900 00 000000 0000 | 10.00 |
| | | | Totals for BECKER, MARILYN | 10.00 |
| BELVIDERE HIGH SCHOO | Sept 30 | Boys V Soccer Game with Belvidere on 9/30 | 10E002 1500 6400 00 000000 0000 | 200.00 |
| BELVIDERE HIGH SCHOO | Sept 2 | Boys JV Soccer Game with Belvidere on 9/2 | 10E002 1500 6400 00 000000 0000 | 175.00 |
| BELVIDERE HIGH SCHOO | Aug 11 | Girls Golf with Belvidere on 8/11 | 10E002 1500 6400 00 000000 0000 | 350.00 |
| | | | Totals for BELVIDERE HIGH SCHOOL | 725.00 |
| BLICK ART MATERIALS | 991465 | Photo I and II | 10E002 1130 4100 00 000000 0000 | 128.55 |
| BLICK ART MATERIALS | 994840 | AP Studio supplies | 10E002 1130 4100 00 000000 0000 | 1,496.64 |
| BLICK ART MATERIALS | 992218 | Draw/Paint supplies | 10E002 1130 4100 00 000000 0000 | 2,378.43 |
| BLICK ART MATERIALS | 991661 | Inter Paint supplies-Smith | 10E002 1130 4100 00 000000 0000 | 1,099.40 |
| | | | Totals for BLICK ART MATERIALS | 5,103.02 |
| BLUE CROSS BLUE SHIE | Dental 06-23 | Dental Claims | 10E002 1130 2230 00 000000 0000 | 9,096.11 |
| BLUE CROSS BLUE SHIE | Dental 06-23 | Dental Claims | 20E001 2540 2230 00 000000 0000 | -1,922.90 |
| BLUE CROSS BLUE SHIE | Dental 06-23 | Dental Claims | 40E001 2550 2230 00 000000 0000 | -501.52 |
| | | | Totals for BLUE CROSS BLUE SHIELD | 6,671.69 |
| CALO-CHANGE ACADEMY | INV070931 | Monthly tuition and room and board for residential student | 10E001 1912 6700 00 000000 0000 | 14,568.86 |
| | | | Totals for CALO-CHANGE ACADEMY AT LAKE O | 14,568.86 |
| CARDMEMBER SERVICE | 7577 07-23 | T. Stirn Administrative Expenses | 10E001 2320 3190 00 000000 0000 | 54.56 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| CARDMEMBER SERVICE | 7577 07-23 | T. Stirn Administrative Expenses | 10E001 2320 6400 00 000000 0000 | 200.00 |
| CARDMEMBER SERVICE | 7577 07-23 | T. Stirn Administrative Expenses | 10E001 2520 3100 00 000000 0000 | 34.00 |
| CARDMEMBER SERVICE | 7577 07-23 | T. Stirn Administrative Expenses | 10E001 2310 4100 00 000000 0000 | 108.20 |
| CARDMEMBER SERVICE | 7577 07-23 | T. Stirn Administrative Expenses | 40E001 2550 6400 00 000000 0000 | 40.00 |
| CARDMEMBER SERVICE | 7577 07-23 | T. Stirn Administrative Expenses | 10E001 2520 3100 00 000000 0000 | 4.99 |
| CARDMEMBER SERVICE | 7577 07-23 | T. Stirn Administrative Expenses | 40E001 2550 6400 00 000000 0000 | 40.00 |
| CARDMEMBER SERVICE | 7577 07-23 | T. Stirn Administrative Expenses | 40E001 2550 6400 00 000000 0000 | 40.00 |
| CARDMEMBER SERVICE | 7577 07-23 | T. Stirn Administrative Expenses | 10E001 2520 3100 00 000000 0000 | 34.00 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2520 4100 00 000000 0000 | 1,013.59 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2520 3100 00 000000 0000 | 500.75 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2520 3100 00 000000 0000 | 529.00 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2520 3100 00 000000 0000 | 502.12 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2520 4100 00 000000 0000 | 375.40 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2520 3100 00 000000 0000 | 527.80 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2310 3100 00 000000 0000 | 6,787.70 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2310 3100 00 000000 0000 | 250.00 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2520 3100 00 000000 0000 | 526.87 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2210 6400 00 000000 0000 | 14.95 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2520 3100 00 000000 0000 | 344.31 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2520 3100 00 000000 0000 | 36.00 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2520 3100 00 000000 0000 | 519.00 |
| CARDMEMBER SERVICE | 7577a 07-23 | E. Mongan Curriculum Expenses | 10E001 2520 3100 00 000000 0000 | 360.00 |
| CARDMEMBER SERVICE | 7577b 07-23 | B. Tobin Technology Expenses | 10E001 2660 3160 00 000000 0000 | 496.86 |
| CARDMEMBER SERVICE | 7577b 07-23 | B. Tobin Technology Expenses | 10E001 2660 3160 00 000000 0000 | 296.00 |
| CARDMEMBER SERVICE | 7577b 07-23 | B. Tobin Technology Expenses | 10E001 2660 4100 00 000000 0000 | 18.81 |
| CARDMEMBER SERVICE | 7577b 07-23 | B. Tobin Technology Expenses | 10E001 2660 3160 00 000000 0000 | 10.00 |
| CARDMEMBER SERVICE | 7577b 07-23 | B. Tobin Technology Expenses | 10E001 2660 3160 00 000000 0000 | 62.00 |
| CARDMEMBER SERVICE | 7577b 07-23 | B. Tobin Technology Expenses | 10E001 2660 3160 00 000000 0000 | 168.87 |
| CARDMEMBER SERVICE | 7577b 07-23 | B. Tobin Technology Expenses | 10E001 2660 4100 00 000000 0000 | 62.25 |
| | | | Totals for CARDMEMBER SERVICE | 13,958.03 |
| COMMUNITY HIGH SCHOO | Sept 9 | Boys Golf with Cary-Grove on 9/9 | 10E002 1500 6400 00 000000 0000 | 270.00 |
| | | | Totals for COMMUNITY HIGH SCHOOL DISTRIC | 270.00 |
| CRYSTAL LAKE CENTRAL | Sept 21a | Girls Golf with Crystal Lake Central on 9/21 | 10E002 1500 6400 00 000000 0000 | 120.00 |
| | | | Totals for CRYSTAL LAKE CENTRAL HIGH SCH | 120.00 |
| CRYSTAL LAKE SOUTH H | Aug 10 | Boys Golf with Crystal Lake South on 8/10 | 10E002 1500 6400 00 000000 0000 | 450.00 |
| | | | Totals for CRYSTAL LAKE SOUTH HIGH SCHOO | 450.00 |
| CULLUM, KATHARINE | May 2023 | Reimb for mileage May 2023 | 10E003 1120 3320 00 000000 0000 | 39.30 |
| CULLUM, KATHARINE | May 2023 | Reimb for mileage May 2023 | 10E005 1110 3320 00 000000 0000 | 39.30 |
| | | | Totals for CULLUM, KATHARINE | 78.60 |
| DEKALB HIGH SCHOOL | Oct 14a | Boys Fresh/Soph Soccer Game with DeKalb on 10/14 | 10E002 1500 6400 00 000000 0000 | 150.00 |
| DEKALB HIGH SCHOOL | Aug 21a | Boys Golf with DeKalb on 8/21 | 10E002 1500 6400 00 000000 0000 | 200.00 |
| DEKALB HIGH SCHOOL | Sept 23a | Boys Golf with DeKalb on 9/23 | 10E002 1500 6400 00 000000 0000 | 250.00 |
| | | | Totals for DEKALB HIGH SCHOOL | 600.00 |
| DEMCO | 7320479 | Classroom Supplies | 10E010 1110 4100 00 000000 0000 | 51.70 |
| | | | Totals for DEMCO | 51.70 |
| DUNDEE-CROWN HIGH SC | Sept 23a | Volleyball Game with Dundee Crown | 10E002 1500 6400 00 000000 0000 | 275.00 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| | | on 9/23 | | |
| DUNDEE-CROWN HIGH SC | Sept 16 | Boys Golf with Dundee-Crown on 9/16 | 10E002 1500 6400 00 000000 0000 | 325.00 |
| | | | Totals for DUNDEE-CROWN HIGH SCHOOL | 600.00 |
| DYNEGY ENERGY SERVIC | 395546623051 | Electric Service All Buildings May | 20E001 2540 4660 00 000000 0000 | 744.84 |
| DYNEGY ENERGY SERVIC | 395546623051 | Electric Service All Buildings May | 20E002 2540 4660 00 000000 0000 | 22,281.32 |
| DYNEGY ENERGY SERVIC | 395546623051 | Electric Service All Buildings May | 20E003 2540 4660 00 000000 0000 | 4,743.82 |
| DYNEGY ENERGY SERVIC | 395546623051 | Electric Service All Buildings May | 20E004 2540 4660 00 000000 0000 | 6,619.00 |
| DYNEGY ENERGY SERVIC | 395546623051 | Electric Service All Buildings May | 20E005 2540 4660 00 000000 0000 | 2,379.07 |
| DYNEGY ENERGY SERVIC | 395546623051 | Electric Service All Buildings May | 20E008 2540 4660 00 000000 0000 | 7,434.31 |
| DYNEGY ENERGY SERVIC | 395546623051 | Electric Service All Buildings May | 20E010 2540 4660 00 000000 0000 | 6,989.32 |
| DYNEGY ENERGY SERVIC | 395546623051 | Electric Service All Buildings May | 20E011 2540 4660 00 000000 0000 | 12,250.44 |
| DYNEGY ENERGY SERVIC | 395546623061 | Electric Service All Buildings June | 20E001 2540 4660 00 000000 0000 | 923.18 |
| DYNEGY ENERGY SERVIC | 395546623061 | Electric Service All Buildings June | 20E002 2540 4660 00 000000 0000 | 27,185.36 |
| DYNEGY ENERGY SERVIC | 395546623061 | Electric Service All Buildings June | 20E003 2540 4660 00 000000 0000 | 6,145.56 |
| DYNEGY ENERGY SERVIC | 395546623061 | Electric Service All Buildings June | 20E004 2540 4660 00 000000 0000 | 8,751.74 |
| DYNEGY ENERGY SERVIC | 395546623061 | Electric Service All Buildings June | 20E005 2540 4660 00 000000 0000 | 2,402.81 |
| DYNEGY ENERGY SERVIC | 395546623061 | Electric Service All Buildings June | 20E008 2540 4660 00 000000 0000 | 7,779.66 |
| DYNEGY ENERGY SERVIC | 395546623061 | Electric Service All Buildings June | 20E010 2540 4660 00 000000 0000 | 8,725.31 |
| DYNEGY ENERGY SERVIC | 395546623061 | Electric Service All Buildings June | 20E011 2540 4660 00 000000 0000 | 15,675.23 |
| | | | Totals for DYNEGY ENERGY SERVICES | 141,030.97 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10E002 1500 4100 00 000000 0000 | 2,347.88 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10E002 1400 4110 00 000000 0000 | 35.00 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10E002 1400 4110 00 000000 0000 | 51.00 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10E002 1400 4110 00 000000 0000 | 75.00 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10E002 1400 4110 00 000000 0000 | 70.17 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10E002 1400 4110 00 000000 0000 | 14.67 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10E002 1400 4110 00 000000 0000 | 80.00 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10E002 1400 4110 00 000000 0000 | 22.20 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10E002 1400 4110 00 000000 0000 | 35.00 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10E002 1400 4110 00 000000 0000 | 24.69 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10R000 1999 0000 00 000000 0000 | 1,632.00 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10R000 1999 0000 00 000000 0000 | 150.16 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10R000 1999 0000 00 000000 0000 | 467.15 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10R000 1999 0000 00 000000 0000 | 767.31 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10R000 1999 0000 00 000000 0000 | 2,485.20 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10R000 1999 0000 00 000000 0000 | 966.10 |
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10R000 1999 0000 00 000000 0000 | 2,625.60 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| ELAN CORPORATE PAYME | 5013 07-23 | Athletic expenses, XC Summer Camp | 10R000 1999 0000 00 000000 0000 | 42.40 |
| | | | Totals for ELAN CORPORATE PAYMENT SYSTEM | 11,891.53 |
| ELGIN HIGH SCHOOL | Sept 30 | Volleyball Game with Elgin HS on 9/30 | 10E002 1500 6400 00 000000 0000 | 225.00 |
| | | | Totals for ELGIN HIGH SCHOOL | 225.00 |
| FLINN SCIENTIFIC, IN | 2879466 | Science supplies-Alperin | 10E002 1130 4100 00 000000 0000 | 177.65 |
| FLINN SCIENTIFIC, IN | 2879467 | Science supplies-Santiago | 10E002 1130 4100 00 000000 0000 | 1,674.85 |
| | | | Totals for FLINN SCIENTIFIC, INC | 1,852.50 |
| GENEVA HIGH SCHOOL | Sept 5 | Boys Golf with Geneva on 9/5 | 10E002 1500 6400 00 000000 0000 | 275.00 |
| GENEVA HIGH SCHOOL | Sept 5a | Girls Golf with Geneva on 9/5 | 10E002 1500 6400 00 000000 0000 | 275.00 |
| | | | Totals for GENEVA HIGH SCHOOL | 550.00 |
| GOPHER SPORT | IN294983 | UPT equipment | 10E004 1110 4100 00 000000 0000 | 346.08 |
| | | | Totals for GOPHER SPORT | 346.08 |
| GORDON FLESCH COMPAN | IN14268312 | Black and Color copies | 10E001 2410 3250 00 000000 0000 | 1,897.75 |
| GORDON FLESCH COMPAN | IN14225776 | Staples | 10E008 1110 4170 00 000000 0000 | 101.92 |
| GORDON FLESCH COMPAN | IN14216123 | Staples | 10E008 1110 4170 00 000000 0000 | 58.93 |
| | | | Totals for GORDON FLESCH COMPANY INC | 2,058.60 |
| GRAYSLAKE CENTRAL HI | Aug 12 | Boys Golf with Grayslake Central on 8/12 | 10E002 1500 6400 00 000000 0000 | 225.00 |
| | | | Totals for GRAYSLAKE CENTRAL HIGH SCHOOL | 225.00 |
| GREENLEE, RYAN | June 2023 | Reimb for mileage June 2023 | 10E001 2660 3320 00 000000 0000 | 32.75 |
| | | | Totals for GREENLEE, RYAN | 32.75 |
| HAMPSHIRE HIGH SCHOO | Sept 16 | Volleyball Game with Hampshire on 9/16 | 10E002 1500 6400 00 000000 0000 | 250.00 |
| | | | Totals for HAMPSHIRE HIGH SCHOOL | 250.00 |
| HARLEM HIGH SCHOOL | Sept 2a | COED Cross Country Meet with Harlem on 9/2 | 10E002 1500 6400 00 000000 0000 | 350.00 |
| | | | Totals for HARLEM HIGH SCHOOL | 350.00 |
| HENRY SCHEIN, INC | 40997709 | Athletic Trainer Supply | 10E002 1500 4100 00 000000 0000 | 3,467.96 |
| HENRY SCHEIN, INC | 40997710 | Athletic Trainer Supplies | 10E002 1500 4100 00 000000 0000 | 265.00 |
| | | | Totals for HENRY SCHEIN, INC | 3,732.96 |
| HERFF JONES, INC | 253903 11 | Supplies | 10E011 1120 4900 00 000000 0000 | 274.80 |
| HERFF JONES, INC | 253903 41 | Supplies | 10E011 1120 4900 00 000000 0000 | 372.65 |
| | | | Totals for HERFF JONES, INC | 647.45 |
| HIPPO MANAGER SOFTWA | 9097 | Vet Manager Software Aug. 2023-May 2024 | 10E002 1130 3100 00 323500 0000 | 891.00 |
| | | | Totals for HIPPO MANAGER SOFTWARE, INC | 891.00 |
| HODGES LOIZZI EISENH | 59018 | Legal fees | 80E001 2369 3180 00 000000 0000 | 13,271.20 |
| | | | Totals for HODGES LOIZZI EISENHAMMER ROD | 13,271.20 |
| HUNTLEY HIGH SCHOOL | Aug 17a | Girls Golf with Huntley on 8/17 | 10E002 1500 6400 00 000000 0000 | 200.00 |
| | | | Totals for HUNTLEY HIGH SCHOOL | 200.00 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| IMAGINE LEARNING | 834201 | Year 3 of 3 Imagine Language & Literacy Annual Student License | 10E001 1100 3100 00 490900 0000 | 25,200.00 |
| | | | Totals for IMAGINE LEARNING | 25,200.00 |
| KANE COUNTY REGIONAL | 2002300335 | Admin Academy AA2001 Initial Teacher Evaluator Training 6/19-6/20/23 | 10E010 2410 6400 00 000000 0000 | 400.00 |
| KANE COUNTY REGIONAL | 2002300336 | Admin Academy AA2000 Initial Principal Eval Traing 9/12-9/13/23 | 10E010 2410 6400 00 000000 0000 | 350.00 |
| | | | Totals for KANE COUNTY REGIONAL OFFICE O | 750.00 |
| KANELAND COMM SCHOOL | Aug 26 | Kaneland Boys & Girls Cross Country Meet at Northwestern Medicine Course hosted by Kaneland HS | 10E002 1500 6400 00 000000 0000 | 300.00 |
| KANELAND COMM SCHOOL | Sept 16a | COED Cross Country Meet with Kaneland on 9/16 | 10E002 1500 6400 00 000000 0000 | 300.00 |
| | | | Totals for KANELAND COMM SCHOOL DIST 302 | 600.00 |
| KING, NICHOLAS | June 2023 | Reimb for mileage June 2023 | 10E001 2660 3320 00 000000 0000 | 95.70 |
| | | | Totals for KING, NICHOLAS | 95.70 |
| LARKIN HIGH SCHOOL | Aug 16a | Boys Golf with Larkin on 8/16 | 10E002 1500 6400 00 000000 0000 | 400.00 |
| | | | Totals for LARKIN HIGH SCHOOL | 400.00 |
| LEITNER, BRAD | June 2023 | Reimb for mileage June 2023 | 10E001 2660 3320 00 000000 0000 | 23.72 |
| | | | Totals for LEITNER, BRAD | 23.72 |
| MCCARTHY, MATTHEW | June 2023 | Reimb for mileage June 2023 | 10E001 2660 3320 00 000000 0000 | 60.40 |
| | | | Totals for MCCARTHY, MATTHEW | 60.40 |
| MENTA ACADEMY DEKALB | SESINV-029945 | Monthly tuition June 2023 | 10E001 1912 6700 00 000000 0000 | 7,232.16 |
| | | | Totals for MENTA ACADEMY DEKALB | 7,232.16 |
| METRO PREP | MPG 673978 | Monthly Tuition June 2023 | 10E001 1912 6700 00 000000 0000 | 562.68 |
| METRO PREP | MPH 673999 | Monthly Tuition June 2023 | 10E001 1912 6700 00 000000 0000 | 562.68 |
| | | | Totals for METRO PREP | 1,125.36 |
| MIDWEST TRANSIT EQUI | V101013593 | 2024 IC 72 passenger plus luggage | 40E001 2550 3250 00 000000 0000 | 88,791.00 |
| MIDWEST TRANSIT EQUI | V101013598 | 2020 StarCraft 14 passenger | 40E001 2550 3250 00 000000 0000 | 26,820.00 |
| MIDWEST TRANSIT EQUI | V101013597 | 2022 IC 54 passenger, 2021 Collins 28 passenger, 2021 Collins 18+2 | 40E001 2550 3250 00 000000 0000 | 227,085.00 |
| MIDWEST TRANSIT EQUI | V101013592 | 2024 IC 72 passenger | 40E001 2550 3250 00 000000 0000 | 1,262,580.00 |
| | | | Totals for MIDWEST TRANSIT EQUIPMENT, IN | 1,605,276.00 |
| MORRIS COMMUNITY HIG | Sept 30a | Volleyball Game with Morris on 9/30 | 10E002 1500 6400 00 000000 0000 | 225.00 |
| | | | Totals for MORRIS COMMUNITY HIGH SCHOOL | 225.00 |
| NIHIP | Jul 2023 Final | Medical Claims | 10E001 2320 2250 00 000000 0000 | -114.63 |
| NIHIP | Jul 2023 Final | Medical Claims | 10E002 1130 2210 00 000000 0000 | -22.80 |
| NIHIP | Jul 2023 Final | Medical Claims | 10E002 1130 2220 00 000000 0000 | -10,454.90 |
| | | | Totals for NIHIP | -10,592.33 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| OFFICE DEPOT/ODP BUS | 315705168001 | Construction Paper | 10E010 1110 4100 00 000000 0000 | 116.78 |
| OFFICE DEPOT/ODP BUS | 315705167001 | Construction Paper | 10E010 1110 4100 00 000000 0000 | 154.50 |
| OFFICE DEPOT/ODP BUS | 315701440001 | Construction Paper | 10E010 1110 4100 00 000000 0000 | 587.45 |
| OFFICE DEPOT/ODP BUS | 313531814001 | Office Supplies | 10E010 2410 4100 00 000000 0000 | 202.75 |
| OFFICE DEPOT/ODP BUS | 313884232001 | Office Supplies | 10E010 2410 4100 00 000000 0000 | 64.97 |
| | | | Totals for OFFICE DEPOT/ODP BUSINESS SOL | 1,126.45 |
| PADDOCK PUBLICATIONS | 257012 | Legal Notices | 10E001 2310 3180 00 000000 0000 | 273.70 |
| | | | Totals for PADDOCK PUBLICATIONS, INC | 273.70 |
| PARENTSQUARE, INC | SI-004122 | Engage 7/1/23-6/30/24 | 10E001 2660 3160 00 000000 0000 | 20,021.40 |
| | | | Totals for PARENTSQUARE, INC | 20,021.40 |
| PARKLAND PREPARATORY | 5534 | Monthly tuition June 2023 | 10E001 1912 6700 00 000000 0000 | 4,676.70 |
| | | | Totals for PARKLAND PREPARATORY ACADEMY | 4,676.70 |
| PARRA, ROBERTO | June 2023 | Reimb for mileage June 2023 | 10E001 2660 3320 00 000000 0000 | 53.06 |
| | | | Totals for PARRA, ROBERTO | 53.06 |
| PATCH MY PC LLC | 17148 | Patch My PC- 3 year subscription | 10E001 2660 3160 00 000000 0000 | 7,350.00 |
| | | | Totals for PATCH MY PC LLC | 7,350.00 |
| PEORIA HIGH SCHOOL | Sept 9b | Cross Country with Peoria on 9/9 | 10E002 1500 6400 00 000000 0000 | 250.00 |
| | | | Totals for PEORIA HIGH SCHOOL | 250.00 |
| PETTY CASH | May 25 | Reimb for supplies-PKMS | 10E011 2410 4900 00 000000 0000 | 170.69 |
| | | | Totals for PETTY CASH | 170.69 |
| PRAIRIE RIDGE HIGH S | 1 | Deans Dues - FVC | 10E002 2410 6400 00 000000 0000 | 30.00 |
| | | | Totals for PRAIRIE RIDGE HIGH SCHOOL | 30.00 |
| PROJECT LEAD THE WAY | 397306 | PLTW Gateway Participation 2023/2024 | 10E003 1120 3190 00 000000 0000 | 950.00 |
| | | | Totals for PROJECT LEAD THE WAY, INC | 950.00 |
| REALLY GOOD STUFF | 8234783 | Classroom Supplies, Name Tags | 10E010 1110 4100 00 000000 0000 | 419.93 |
| | | | Totals for REALLY GOOD STUFF | 419.93 |
| ROCHESTER 100 INC | INV051637 | Student Purchased Red & Blue Folders | 10E010 1110 4900 00 000000 0000 | 2,072.50 |
| | | | Totals for ROCHESTER 100 INC | 2,072.50 |
| RODEWALD, MATTHEW | 1768 | School Communications Video contest | 10E001 2630 6400 00 000000 0000 | 55.00 |
| | | | Totals for RODEWALD, MATTHEW | 55.00 |
| ROLLING MEADOWS HIGH | Sept 23 | Girls Golf with Rolling Meadows on 9/23 | 10E002 1500 6400 00 000000 0000 | 300.00 |
| | | | Totals for ROLLING MEADOWS HIGH SCHOOL | 300.00 |
| SANTANDER LEASING LL | 002-0026912-000 | Payoff bus 4DRBUC8P5NB411076 | 80E001 2371 3840 00 000000 0000 | 118,000.00 |
| SANTANDER LEASING LL | 5683631 | 2022 Collins 30 passenger | 40E001 2550 3250 00 000000 0000 | 66,284.00 |
| SANTANDER LEASING LL | 6050707 | 2020 Starcrafts | 40E001 2550 3250 00 000000 0000 | 108,496.00 |
| | | | Totals for SANTANDER LEASING LLC | 292,780.00 |
| SCHOOL DISTRICT U-46 | Sept 23 | COED Cross Country with Bartlett | 10E002 1500 6400 00 000000 0000 | 225.00 |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| | | HS on 9/23 | | |
| | | | Totals for SCHOOL DISTRICT U-46 | 225.00 |
| SCHOOL HEALTH CORPOR | 4215399-00 | Nurse's Supplies | 10E010 1110 4250 00 000000 0000 | 280.43 |
| | | | Totals for SCHOOL HEALTH CORPORATION | 280.43 |
| SCHOOL MATE | IN000593869 | Student Planners | 10E010 1110 4100 00 000000 0000 | 1,405.25 |
| | | | Totals for SCHOOL MATE | 1,405.25 |
| SCHOOL SPECIALTY LLC | 208132401818 | Laminate | 10E010 1110 4100 00 000000 0000 | 851.90 |
| | | | Totals for SCHOOL SPECIALTY LLC | 851.90 |
| SCHREUR, LAMBERTUS | June 2023 | Reimb for mileage June 2023 | 10E001 2660 3320 00 000000 0000 | 4.33 |
| | | | Totals for SCHREUR, LAMBERTUS | 4.33 |
| SEAL OF ILLINOIS | 11760 | Monthly Tuition June 2023 | 10E001 1912 6700 00 000000 0000 | 3,409.08 |
| SEAL OF ILLINOIS | 11775 | Monthly Tuition June 2023 | 10E001 1912 6700 00 000000 0000 | 7,495.08 |
| | | | Totals for SEAL OF ILLINOIS | 10,904.16 |
| ST CHARLES NORTH HIG | Oct 14a | Volleyball Game with St. Charles North on 10/14 | 10E002 1500 6400 00 000000 0000 | 275.00 |
| | | | Totals for ST CHARLES NORTH HIGH SCHOOL | 275.00 |
| SUMMIT SCHOOL, INC | 36024 | Monthly Tuition June 2023 | 10E001 1912 6700 00 000000 0000 | 26,089.92 |
| | | | Totals for SUMMIT SCHOOL, INC | 26,089.92 |
| SYCAMORE HIGH SCHOOL | Aug 14a | Boys JV Golf with Sycamore on 8/14 | 10E002 1500 6400 00 000000 0000 | 250.00 |
| | | | Totals for SYCAMORE HIGH SCHOOL | 250.00 |
| THE VILLAGE TUTORS | 25023 | Tutoring for E.K. | 10E001 1200 3140 00 462000 0000 | 225.00 |
| | | | Totals for THE VILLAGE TUTORS | 225.00 |
| WOODSTOCK HIGH SCHOO | Aug 24 | Boys JV Soccer Tournament Games with Woodstock on 8/24, 8/25, & 8/26 | 10E002 1500 6400 00 000000 0000 | 225.00 |
| WOODSTOCK HIGH SCHOO | Aug 31 | Boys V Soccer Tournament Game with Woodstock on 8/31, 9/1, & 9/2 | 10E002 1500 6400 00 000000 0000 | 300.00 |
| | | | Totals for WOODSTOCK HIGH SCHOOL | 525.00 |
| WOODSTOCK NORTH HIGH | Oct 13 | Volleyball Game with Woodstock North on 10/13 | 10E002 1500 6400 00 000000 0000 | 300.00 |
| WOODSTOCK NORTH HIGH | Aug 14 | Boys Varsity Golf with Woodstock North on 8/14 | 10E002 1500 6400 00 000000 0000 | 350.00 |
| | | | Totals for WOODSTOCK NORTH HIGH SCHOOL | 650.00 |
| YOCKEY, NICOLE | Refund FY24 | Reimburse preschool tuition 23.24 | 10R000 1811 0000 00 000000 0000 | 250.00 |
| | | | Totals for YOCKEY, NICOLE | 250.00 |
| | | | Totals for checks | 2,228,694.90 |

**F U N D  S U M M A R Y**

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 10 | EDUCATIONAL FUND | 0.00 | 9,385.92 | 169,255.23 | 178,641.15 |
| 20 | OPERATIONS AND MAINTENANCE | 0.00 | 0.00 | 139,108.07 | 139,108.07 |
| 40 | TRANSPORTATION FUND | 0.00 | 0.00 | 1,779,674.48 | 1,779,674.48 |
| 80 | TORT FUND | 0.00 | 0.00 | 131,271.20 | 131,271.20 |
| *** Fund Summary Totals *** | | 0.00 | 9,385.92 | 2,219,308.98 | 2,228,694.90 |

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

| VENDOR | INVOICE # | DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| IESA | 2196 FY24 | CMS Activity Dues and Fees FY24 | 10E003 1500 6400 00 000000 0000 | 725.00 |
| IESA | 2195 FY24 | PKMS Activity Dues and Fees FY24 | 10E011 1500 6400 00 000000 0000 | 440.00 |
| | | | Totals for IESA | 1,165.00 |
| | | | Totals for checks | 1,165.00 |

**F U N D S U M M A R Y**

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 10 | EDUCATIONAL FUND | 0.00 | 0.00 | 1,165.00 | 1,165.00 |
| *** Fund Summary Totals *** | | 0.00 | 0.00 | 1,165.00 | 1,165.00 |

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

| VENDOR | INVOICE # | DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| AVILA, CHRISTOPHER | Apr 26 | CHS Baseball Official 4/26/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| | | | Totals for AVILA, CHRISTOPHER | 75.00 |
| BACH, BRAD | May 11 | CHS Softball Official 5/11/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| BACH, BRAD | May 17 | CHS Softball Official 5/17/23 | 10E002 1500 3190 00 000000 0000 | 72.00 |
| | | | Totals for BACH, BRAD | 147.00 |
| BLUM, GERALD | May 6 | CHS Baseball Official 5/6/23 | 10E002 1500 3190 00 000000 0000 | 150.00 |
| | | | Totals for BLUM, GERALD | 150.00 |
| BRACH, FREDERICK SR | May 5 | CHS Baseball Official 5/5/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| | | | Totals for BRACH, FREDERICK SR | 75.00 |
| BROCK, ROBERT | May 16 | CHS Baseball Official 5/16/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| | | | Totals for BROCK, ROBERT | 75.00 |
| CHOKLAD, SCOTT | May 13 | CHS Baseball Official 5/13/23 | 10E002 1500 3190 00 000000 0000 | 150.00 |
| CHOKLAD, SCOTT | May 17 | CHS Baseball Official 5/17/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| | | | Totals for CHOKLAD, SCOTT | 225.00 |
| CROSBY, WILLIAM | May 11 | CHS Girls Lacrosse Official 5/11/23 | 10E002 1500 3190 00 000000 0000 | 85.00 |
| | | | Totals for CROSBY, WILLIAM | 85.00 |
| DOMINGUEZ, JUAN | May 4a | CHS Girls Soccer Official, 2 games, 5/4/23 | 10E002 1500 3190 00 000000 0000 | 144.00 |
| | | | Totals for DOMINGUEZ, JUAN | 144.00 |
| DUBIN, COLIN | May 10 | CHS Baseball Official 5/10/23 | 10E002 1500 3190 00 000000 0000 | 72.00 |
| | | | Totals for DUBIN, COLIN | 72.00 |
| FAJARDO, PATRICK | May 16 | CHS Girls Lacrosse Official 5/16/23 | 10E002 1500 3190 00 000000 0000 | 87.00 |
| | | | Totals for FAJARDO, PATRICK | 87.00 |
| FEISS, RICHARD | May 5 | CHS Boys Lacrosse Official 5/5/23 | 10E002 1500 3190 00 000000 0000 | 69.00 |
| FEISS, RICHARD | May 5a | CHS Boys Lacrosse Official 5/5/23 remaining amt owed | 10E002 1500 3190 00 000000 0000 | 20.00 |
| | | | Totals for FEISS, RICHARD | 89.00 |
| FINSTEIN, MARK | May 16a | CHS Baseball Official 5/16/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| | | | Totals for FINSTEIN, MARK | 75.00 |
| GABIOUD, JAMES | Feb 16 | PKMS Wrestling Official 2/16/23 | 10E011 1500 3190 00 000000 0000 | 80.00 |
| | | | Totals for GABIOUD, JAMES | 80.00 |
| HELM, MITCH | May 13 | CHS Baseball Official 5/13/23 | 10E002 1500 3190 00 000000 0000 | 150.00 |
| | | | Totals for HELM, MITCH | 150.00 |
| HILLIGOSS, RYAN | Apr 27 | CHS Baseball Official 4/27/23 | 10E002 1500 3190 00 000000 0000 | 72.00 |
| | | | Totals for HILLIGOSS, RYAN | 72.00 |
| JACOBI, KEITH | May 8 | CHS Track Meet Official for FVC Conference Meet 5/8/23 | 10E002 1500 3190 00 000000 0000 | 150.00 |

| VENDOR | INVOICE # | DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| | | | Totals for JACOBI, KEITH | 150.00 |
| KIELBASA, JOSEPH | May 11 | CHS Softball Official 5/11/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| | | | Totals for KIELBASA, JOSEPH | 75.00 |
| KRUEGER, DANIEL | May 17 | CHS Softball Official 5/17/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| | | | Totals for KRUEGER, DANIEL | 75.00 |
| MACHESKY, DENNIS | May 11 | CHS Baseball Official 5/11/23 | 10E002 1500 3190 00 000000 0000 | 72.00 |
| MACHESKY, DENNIS | May 17 | CHS Baseball Official 5/17/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| | | | Totals for MACHESKY, DENNIS | 147.00 |
| MOORE, KEVIN | May 5 | CHS Baseball Official 5/5/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| | | | Totals for MOORE, KEVIN | 75.00 |
| ORTIZ, MARIO | May 4 | CHS Girls Soccer Official 5/4/23 | 10E002 1500 3190 00 000000 0000 | 80.00 |
| | | | Totals for ORTIZ, MARIO | 80.00 |
| SCHOENBORN, MARK | May 8 | CHS Track Meet Official for FVC Conference Meet 5/8/23 | 10E002 1500 3190 00 000000 0000 | 150.00 |
| | | | Totals for SCHOENBORN, MARK | 150.00 |
| SKAJA, JOSEPH JR | May 4 | CHS Girls Soccer Official, 2 games, 5/4/23 | 10E002 1500 3190 00 000000 0000 | 144.00 |
| | | | Totals for SKAJA, JOSEPH JR | 144.00 |
| SMIGIEL, ALLAN | May 17 | CHS Softball Official 5/17/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| | | | Totals for SMIGIEL, ALLAN | 75.00 |
| SOBESKI, SCOTT | May 4 | CHS Softball Official 5/4/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| | | | Totals for SOBESKI, SCOTT | 75.00 |
| SPITZER, FRED | May 11 | CHS Baseball Official 5/11/23 | 10E002 1500 3190 00 000000 0000 | 72.00 |
| | | | Totals for SPITZER, FRED | 72.00 |
| STEPHENSON, MICHAEL | May 4 | CHS Softball Official 5/4/23 | 10E002 1500 3190 00 000000 0000 | 75.00 |
| | | | Totals for STEPHENSON, MICHAEL SR | 75.00 |
| STERLING, KENNETH | May 10 | CHS Baseball Official 5/10/23 | 10E002 1500 3190 00 000000 0000 | 72.00 |
| | | | Totals for STERLING, KENNETH | 72.00 |
| SUCHY, RICHARD | May 6 | CHS Baseball Official 5/6/23 | 10E002 1500 3190 00 000000 0000 | 150.00 |
| | | | Totals for SUCHY, RICHARD | 150.00 |
| VETTER, JOHN | May 4 | CHS Girls Lacrosse Official 5/4/23 | 10E002 1500 3190 00 000000 0000 | 85.00 |
| VETTER, JOHN | May 9 | CHS Girls Lacrosse Official 5/9/23 | 10E002 1500 3190 00 000000 0000 | 85.00 |
| VETTER, JOHN | May 15 | CHS Boys Lacrosse Official 5/15/23 | 10E002 1500 3190 00 000000 0000 | 87.00 |
| | | | Totals for VETTER, JOHN | 257.00 |
| WETENDORF, SEAN | May 10 | CHS Softball Official 5/10/23 | 10E002 1500 3190 00 000000 0000 | 72.00 |
| | | | Totals for WETENDORF, SEAN | 72.00 |

| VENDOR | INVOICE # | DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| | | | Totals for checks | 3,345.00 |

**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 | 3,345.00 | 3,345.00 |
| *** Fund Summary Totals *** | | 0.00 | 0.00 | 3,345.00 | 3,345.00 |

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

| FD | Description | June 2022-23 Beginning Balance | June 2022-23 Deposits | June 2022-23 Withdrawals | June 2022-23 Monthly Activity | Ending Balance |
|---|---|---|---|---|---|---|
| 97 | NKRVS CASH | 552,359.50 | 134,971.32 | 259,153.18 | -124,181.86 | 428,177.64 |
| 97 | | 552,359.50 | 134,971.32 | 259,153.18 | -124,181.86 | 428,177.64 |
| | Grand Asset Totals | 552,359.50 | 134,971.32 | 259,153.18 | -124,181.86 | 428,177.64 |

**Number of Accounts:** 1

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

**Northern Kane County Regional Vocational System**
**Revenues and Expenditures Report**
**June 2023**

## Revenues

| Source | Description | 2022-23 Original Budget | % of Fund | June MTD | 2022-23 FYTD | Budget Remaining | FYTD Percent |
|---|---|---|---|---|---|---|---|
| 1999-00 | Other Local Revenue | - | 0.00% | 4,850.00 | 9,750.00 | (9,750.00) | 0.00% |
| **Total Local Revenues** | | **-** | **0.00%** | **4,850.00** | **9,750.00** | **(9,750.00)** | **0.00%** |
| 3220-00 | Career & Technical Education | 1,151,201.00 | 62.09% | 18,853.00 | 1,170,054.00 | (18,853.00) | 101.64% |
| 3220-02 | CTE Educator Pathway | 91,836.00 | 4.95% | - | 91,836.00 | - | 100.00% |
| **Total State Revenues** | | **1,243,037.00** | **67.04%** | **18,853.00** | **1,261,890.00** | **(18,853.00)** | **101.52%** |
| 4745-00 | Perkins V Grant | 611,156.00 | 32.96% | 110,990.00 | 956,319.00 | (345,163.00) | 156.48% |
| **Total Federal Revenues** | | **611,156.00** | **32.96%** | **110,990.00** | **956,319.00** | **(345,163.00)** | **156.48%** |
| **Total Revenues** | | **1,854,193.00** | **100.00%** | **134,693.00** | **2,227,959.00** | **(373,766.00)** | **120.16%** |

## Expenditures

| Object | Description | 2022-23 Original Budget | % of Fund | June MTD | 2022-23 FYTD | Encumbered Amount | Budget Remaining | FYTD Percent |
|---|---|---|---|---|---|---|---|---|
| 1000 | Salaries | 225,681.00 | 12.17% | 18,112.53 | 193,568.00 | - | 32,113.00 | 85.77% |
| 2000 | Benefits | 68,837.00 | 3.71% | 4,052.80 | 44,341.68 | - | 24,495.32 | 64.42% |
| 3000 | Purchased Services | 102,282.00 | 5.52% | 26,795.09 | 132,995.44 | - | (30,713.44) | 130.03% |
| 4000 | Supplies | 1,918.00 | 0.10% | - | 37,439.27 | - | (35,521.27) | 1952.00% |
| 6000 | Other/Dues/Fees | 1,455,475.00 | 78.50% | 209,914.44 | 1,911,190.65 | - | (455,715.65) | 131.31% |
| **Total Expenditures** | | **1,854,193.00** | **100.00%** | **258,874.86** | **2,319,535.04** | **-** | **(465,342.04)** | **125.10%** |

| VENDOR | INVOICE # | INVOICE DESCRIPTION | ACCOUNT NUMBER | AMOUNT |
|---|---|---|---|---|
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2620 1100 00 322000 | 497.38 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2620 2100 00 322000 | 107.25 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2330 2100 00 322000 | 1,368.47 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2210 2100 00 322000 | 366.63 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2120 2100 00 322000 | -138.66 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2120 1100 00 322000 | 2,043.08 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2210 1100 00 322000 | 1,554.13 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2330 1100 00 322000 | 986.74 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2120 1100 00 474500 | 1,992.05 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2210 1100 00 474500 | 1,554.13 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2330 1100 00 474500 | 12.12 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2620 1100 00 474500 | 416.63 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2620 2100 00 474500 | 95.25 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2210 2100 00 474500 | 367.12 |
| CENTRAL COMMUNITY USD 301 | June 2023 | NK reimb payroll and benefits-June 2023 | 97E110 2120 2100 00 474500 | -139.66 |
| CENTRAL COMMUNITY USD 301 | 350 | Central 301 Transportation-Activity bus to Eastern Illinois University 6/11 and 6/30 | 97E110 1100 3100 02 322000 | 3,088.00 |
| | | | Totals for CENTRAL COMMUNITY USD 301 | 14,170.66 |
| COMMUNITY UNIT SCHOOL DIST 300 | May FY23 CTE | FY23 CTE May | 97E110 4140 6400 02 322000 | 16,237.00 |
| COMMUNITY UNIT SCHOOL DIST 300 | May FY23 Perkins | FY23 Perkins May | 97E110 4140 6400 02 474500 | 10,231.00 |
| | | | Totals for COMMUNITY UNIT SCHOOL DIST 30 | 26,468.00 |
| COMMUNITY UNIT SCHOOL DIST 303 | Jun FY23 CTE | FY23 CTE June | 97E110 4140 6400 04 322000 | 14,824.04 |
| | | | Totals for COMMUNITY UNIT SCHOOL DIST 30 | 14,824.04 |
| ELGIN COMMUNITY COLLEGE | Jun 2023 | Summer Manufacturing Camp June 5-8, 2023 | 97E110 1100 3100 00 000000 | 1,600.00 |
| | | | Totals for ELGIN COMMUNITY COLLEGE | 1,600.00 |
| TECHNOLOGY & MANUFACTURING ASSOC | 618691 | Education Annual Membership Dues | 97E110 2120 3100 00 322000 | 300.00 |
| | | | Totals for TECHNOLOGY & MANUFACTURING AS | 300.00 |
| | | | Totals for checks | 57,362.70 |

**F U N D S U M M A R Y**

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 97 | NORTHERN KANE REG VOC SYSTEM | 0.00 | 0.00 | 57,362.70 | 57,362.70 |
| *** Fund Summary Totals *** | | 0.00 | 0.00 | 57,362.70 | 57,362.70 |

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

| VENDOR | INVOICE # | 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 **********

CENTRAL
UNIT SCHOOL DISTRICT 301

**CCUSD #301 Personnel Report**
**July 17, 2023**

**New Hire – Certified**

| Name | School | Position |
|---|---|---|
| Chieco, Angela | PK/PV | Special Education Teacher |
| Dwyer, Sara | LL | Part-Time Art Teacher (.4 FTE) |
| Fee, Jaime | CHS | Science Teacher |
| Gurney, Gemma | CHS/CMS | Social Studies Teacher |
| Hartwig, Harold | CHS | School Counselor |
| Johnson, Kimberly | HBT | STAR Teacher |
| Kriegl, Amanda | PV | EL Teacher |
| LaBash, Jennifer | CHS | Special Education Teacher |
| Proberts, Tamara | PKMS | Assistant Principal |
| Speiden, Andrew | CT | Assistant Principal |
| Turnipseed, Joyce | HBT | Certified School Nurse |
| Zuhn, Ashley | PV | Music Teacher |

**New Hire – Non-Certified**

| Name | School | Position |
|---|---|---|
| Yunk, Barbara | DO | Payroll/Benefits/Leave Specialist |

**Voluntary Transfer – Non-Certified**

| Name | School | Position |
|---|---|---|
| Johnson, Ann Marie | CHS | Head Cook |

**Resignation – Certified**

| Name | School | Position | Effective Date |
|---|---|---|---|
| Ahlstedt, Carrie | PKMS | Assistant Principal | June 30, 2023 |
| Ioriatti, Cari | PV | Special Education Teacher | End of SY23 |
| Moment, Stephanie | HBT | 4th Grade Teacher | End of SY23 |
| O'Donnell, Joseph | PKMS | Science Teacher | End of SY23 |
| Smith, Emily | CHS | Art Teacher | End of SY23 |

**Resignation – Non-Certified**

| Name | School | Position | Effective Date |
|---|---|---|---|
| Davis, Rita | PV | EC Paraprofessional | End of SY23 |
| Demeas, Nick | Facilities | Night Supervisor | July 7, 2023 |
| Martin, Amanda | HBT | PT EC Paraprofessional | End of SY23 |

**Retirement – Certified**

| Name | School | Position | Effective Date |
|---|---|---|---|
| DeTamble, Marlene | PV | 1st Grade Teacher | End of SY27 |
| Herman, Jeff | CHS | Credit Recovery / Interventionist | End of SY27 |

**Leave of Absence – Certified**

| Name | School | Position | Effective Date |
|---|---|---|---|
| Tauer, Gina | CHS | Counselor | 8/29/23 and 9/1/23 to 4-6 weeks |

CENTRAL
UNIT SCHOOL DISTRICT 301

**Leave of Absence – Non-Certified**

| Name | School | Position | Effective Date |
|---|---|---|---|
| Callahan, David | Facilities | Grounds | 6/20/2023 to unknown |

CENTRAL
UNIT SCHOOL DISTRICT 301

# MEMORANDUM

FROM: Ted Juske, Athletic/Activities Director

TO: District 301 Board of Education

DATE: July 6, 2023

RE: Cross Country Overnight Peoria Trip Sept. 8-Sept. 9

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Our Cross Country Head Track Coach, Mr. Vince Neil, & his coaching staff are requesting to take athletes Overnight to Peoria for an Invite. They will be traveling by yellow school bus.

Below is their itinerary and some important information regarding the Peoria First to the Finish Invite weekend. This invite is one of the premiere meets in the entire state of Illinois. The invitational is run on the state meet course so we will model the state schedule during our trip. If you have any questions or concerns, please contact Vince Neil @ 847-924-8625, or Vince.neil@central301.net.

**Hotel Info**
Embassy Suites Peoria
100 Conference Center Dr.
East Peoria, Illinois 61611
Phone: (309) 694-0200

**Friday, September 8th**

- Depart from school @ 12:00
- Arrive @ Detweiller Park, Peoria, IL @ 2:30
- Jog Course/Accelerations
- Hotel Check in @ 4:00
- Team Dinner 6:00
- Lights Out @ 9:00

CENTRAL
UNIT SCHOOL DISTRICT 301

**Saturday, September 9th**

- Breakfast in Lobby Restaurant @ 7:00
- Depart for Course @ 8:20
- Girls Class 2A Race @ 10:00 (Limited to 10)
- Boys Class 2A Race @ 10:30 (Limited to 10)
- Open Girls All Classes @ 12:00 (unlimited)
- Open Boys All Classes @ 12:30 (unlimited)
- Team Lunch Before we Return @ 2:00
- Depart for CHS @ 4:00
- Return Home @ 6:30

**Note**: Our team fundraiser provides all meals and rooming for the competing athletes, coaches, and a bus driver. All additional costs throughout the trip should be paid by the individual. Tee-shirts and/or shopping items should be paid for by the individual.

**Additional Note**: The First to the Finish Invite will have a ton of souvenirs and tee-shirts available to purchase at the meet, so come prepared with extra spending money if you would like a shirt, hat, gloves, etc.

Elementary Handbook
Proposed Revisions
2023-2024

2023-2024 Draft Elementary Handbook

| Page number | Proposed Change | Rationale |
|---|---|---|
| 1, 2, 3, 26 | Change the date from 2022-2023 to 2023-2024 | Update to current school year |
| 1, 2 | Update the administrators names:<br>Graydon Engle, Principal to Theresa Kolkebeck | Changes in Elementary Administrators |
| 2, 26, 27 | Change the time for school day hours to 9:15am-3:40pm.<br><br>**Current**: (9:10am-3:35pm).<br><br>**Updated**: (9:15am-3:40pm). | Change reflects change to the school day hours made during the 2022-2023 school year. |
| 3 | Change Dr. Todd Stirn to Dr. Esther Mongan, Superintendent | Update to current Superintendent |
| 6-7 | Added Student Support Services<br>Added Problem Solving Team<br>Added National Suicide Prevention Lifeline | Add information to align to MS/HS |
| 10 | Changed Medicaid Data Release to Medicaid Fee for Services | Align wording with MS/HS |

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| 11-12 | Updated Homeless Information, including contacts | Update to match Board policy |
| 12-16 | Update Health, Eye, & Dental Immunization and Requirements | Update to match Board policy |
| 17 | Delete COVID 19 information | COVID medical policies no longer needed - previously updated in MS/HS |
| 18 | Update Excuses from Physical Education **(Board Policy 7:260)** | Updated to match Board policy |
| 19-20 | Updated Medication Administration<br><br>Also updated form name from SMA to Med A | Updated to match Board policy<br><br>Med A is the name used universally in the District |
| 21 | Deleted information/statement that repeated<br><br>please complete the Student Transportation Information found in Skyward under the Custom Forms tab. Students are only allowed to. | Statement repeated - typo? |

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| 21 | Added a heading: **Safety Regulations and Guidelines**<br><br>Content under heading already existed | Align with MS/HS |
| 22-23 | Delete sections titled Bus Conduct | Expectations under Safety Regulations and Guidelines<br><br>Align with MS/HS |
| 24 | Delete word Updated | Since these payment procedures were in place for 22-23 school year, no longer new or updated |
| 25 | Added information for **Negative Lunch Balance** | Align with MS/HS - this language was missing from Elementary Handbook |
| 26 | Added information for **Refund or Transfer Lunch Account Money** | Align with MS/HS - this language was missing from Elementary Handbook |
| 26 | Change Bring Your Own **Device** (**BYOD**) to Bring Your Own **Technology** (BYOT) under the heading **Electronic Devices (Board Policy 6:235)**<br><br>**Current**: 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 | Board policy 6:220 wording changed from "Device (BYOD)" to "Technology (BYOT)" This change aligns the handbook with wording in Board policy. |

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| | **Updated**: Use of all electronic devices allowed as part of the District's Bring Your Own Technology (BYOT) program and the CCUSD301 issued Chromebook must be consistent with District policies and procedures | |
| 26 | Delete "during non-instructional time, such as passing periods and lunch" under the heading **Electronic Devices (Board Policy 6:235)**<br><br>**Current:** 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 and/or texting during school day hours<br><br>**Updated**: 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 and/or texting during school day hours. | Cleaning up language - this has never been a practice at elementary. |
| 26-27 | Update language for communicating an Emergency Weather Day:<br>Add: WGN (720 AM)<br>Add: ParentSquare via text, phone call and/or email<br>Add: language for parents to arrange in advance where a child should go on an emergency dismissal day | Update to match current practice/policy |
| 27 | Update information about cell phones and smartwatches in class - delete examples of misuse - they are listed in prohibited student conduct. | Smartwatches have become a distraction at elementary; treating them likes cell phones since they have many of the same capabilities |

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| 28-29 | Added information about Emergency/Crisis plan:<br>staff trained<br>phones lines open<br>emergency vehicles allowed access | Safety information is important to share with parents. |
| 31 | Update the time for a parent to contact with a child's absence - 7:45am-9:30am<br><br>**Current**: 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.<br><br>**Updated**: When a student is absent from school the student's parent/guardian is requested to contact the school between 7:45am-9:30am to inform the attendance secretary of the student's absence. | Updating language due to the 9:15am start of school. |
| 34 | Delete discipline considerations | List not necessary - procedural, not policy |
| 35 | Updating language under heading of **Prohibited Student Conduct** to align to Board policy<br><br>a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under Ashley's Law); | Update to align to Board policy |

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| 36 | Adding “smartwatch” to electronic devices under heading of **Prohibited Student Conduct**<br><br>**Current:** 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.<br><br>**Updated:** Using a cellular telephone, smartwatch, 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, during assessments, or otherwise violate student conduct rules. | Smartwatches have become a distraction at elementary;<br>while the language currently states “other electronic device”, listing it may minimize the use in the classroom |
| 36 | Adding “smartwatches” to electronic devices under heading of **Prohibited Student Conduct**<br><br>**Current:** 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…<br><br>**Updated:** CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, smartwatches, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used… | Smartwatches have become a distraction/concern at elementary;<br>while the language currently states “other electronic device”, listing it may minimize the use in the classroom |
| 36 | Delete “passing periods, lunch”under heading of **Prohibited Student Conduct** | Cleaning up language - this has never been a practice at elementary. |

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| 36 | Delete or cell phone flashlight as prohibited use | Updated Board policy |
| 36 | Delete: 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 under prohibited student conduct | Updated Board Policy |
| 36-37 | Delete "sexual harassment"under heading of **Prohibited Student Conduct**<br><br>**Current:** 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.<br><br>Updated: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. | Listing "harassment" would encompass all types of harassment |
| 36-37 | Delete: 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 under prohibited student conduct. | This statement/clarification is not necessary. |
| 37 | Include "slurs surrounding race, religion, sexual orientation, or disability" as additional examples of | Adding this states our intention to recognize |

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| | prohibited misconduct and gross disobedience under the heading **Additional Examples of Prohibited Misconduct and Gross Disobedience**<br><br>**Current:** 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.<br><br>Updated: Additional examples of prohibited misconduct and gross disobedience include, but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; slurs surrounding race, religion, sexual orientation, or disability; transportation violation; the inappropriate use of the District's network or District's devices. | this as inappropriate behavior and to address it. |
| 38 | **(Disciplinary Measures)**<br>Deleted verbal warning and detentions<br>6. Alternative Learning Environment. The Building Principal or designee shall ensure that the student is properly supervised;<br>7. 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 must be used. The student must be supervised by the detaining teacher or the building principal or designee.<br>8. 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.<br>12. 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 | Updated to align with Board policy |

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| | expelled may also ~~shall~~ be restricted from being on school grounds and at school activities;<br>13. ~~Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing;~~Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code. | |
| 40 | Added "Ill. Dept. of" State Police | Align with Board policy |
| 40 | Delete paragraph under Delegation of Authority | Align with Board policy |
| 44-45 | Update Bullying policy<br><br>*Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidations, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.*<br><br>(vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. | Update to match Board policy |
| 45-46 | Update Nondiscrimination Coordinator and Complaint Managers<br>Coordinator:<br>Dr. Esther Mongan to Dr. Matthew Haug<br>Complaint Manager:<br>Mike Potsic to Taylor Ruiz | Update to reflect changing roles & responsibilities |
| 46-48 | Delete the procedural/Superintendent's role | Not part of student discipline |
| 48-55 | Delete Board Policy 2:260 | District level policy, not building level policy |
| 55-67 | Delete Board Policy 2:265 | District level policy, not building level policy |

CENTRAL
UNIT SCHOOL DISTRICT 301

# CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301

Elementary School Student and Parent Handbook

COUNTRY TRAILS
ELEMENTARY SCHOOL

HOWARD B. THOMAS
GRADE SCHOOL

LILY LAKE
GRADE SCHOOL

PRAIRIE VIEW
GRADE SCHOOL

August ~~2022~~ 2023

**TO**: Parents and Guardians of Elementary School Children
**FROM**: The Elementary Principals
**SUBJECT**: ~~2022-2023~~ 2023-2024 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 the 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 ensure 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,

| | | | |
|---|---|---|---|
| Theresa Kolkebeck | Kim Lewis | ~~Rebecca Jurs~~ | Christine Barr |
| Principal | Principal | Principal | Principal |
| Country Trails | Howard B. Thomas | Lily Lake | Prairie View |

# Central Community Unit School District 301 Elementary Student/Parent Handbook ~~2022-2023~~2023-2024

## Mission Statement

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

**Country Trails Elementary School**
~~Graydon Engle~~Theresa Kolkebeck, Principal
~~Theresa Kolkebeck~~, Assistant Principal
3701 Highland Woods Blvd
Elgin, IL 60124
(847) 717-8000

**Howard B. Thomas Grade School**
Kim Lewis, Principal
Melissa Rourke, Assistant Principal
44W575 Plato Road, PO Box 395
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**
Mrs. Christine Barr, Principal
~~Edgar Pereda~~, Assistant Principal
10N630 Nesler Road
Elgin, IL 60124
(847) 464-6014

**Central School District 301 Office**
~~Dr. Todd Stirn~~ Dr. Esther Mongan, Superintendent
275 South Street, PO Box 396
Burlington, IL 60109
(847) 464-6005

**INFORMATION TO NOTE:**
Office Hours: 7:30am-4:00pm
K-5 Attendance Hours: 9:15am-3:40pm
Arrival Time: School doors open at 9:05am
(Please do not arrive at school before that time.)
EC Attendance Hours: AM Session 8:30-11:00 PM Session 12:30-3:00

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# STUDENT SUPPORT SERVICES

The objective of Student Services is to ensure students have the appropriate support to succeed in school and beyond. The student services office includes the Assistant Principal, school social workers, speech pathologists, an attendance secretary, and a school psychologist who work directly with students, parents and staff.

***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

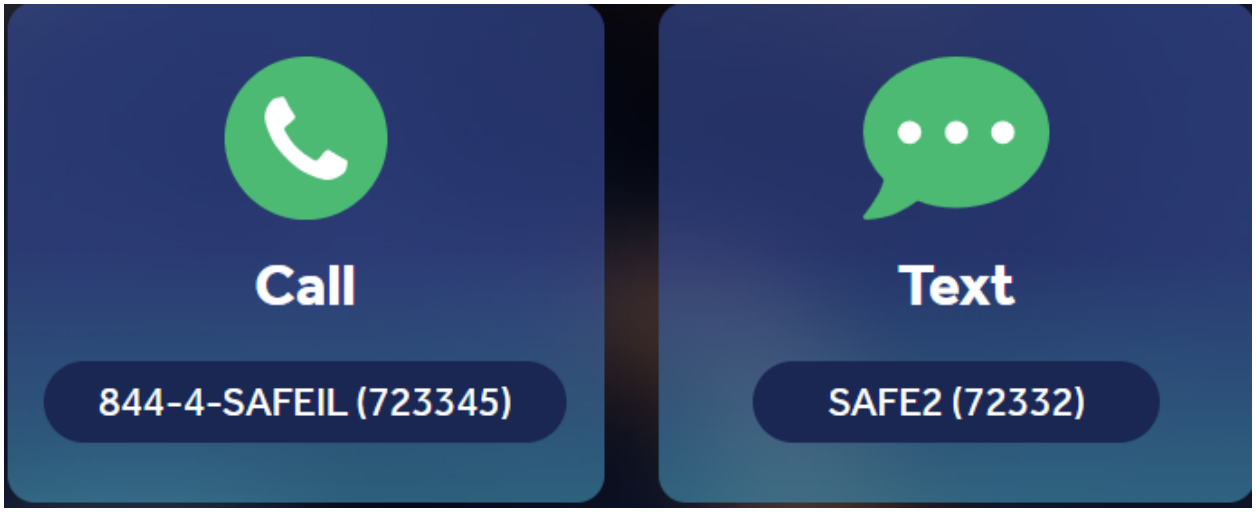
The Problem Solving Team (PST) is a team consisting of social worker(s), school psychologist(s), school nurse and one or more teachers. The PST exists to identify and assist students at risk due to severe social emotional, family, mental health, attendance, and/or academic issues. The goal of the PST 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 PST can be made by any member of the team, a staff member, the student, a fellow student, and/or a parent.

## Suicide Prevention Contact Information

Dial 988 - National Suicide Prevention Lifeline Number, similar to how people can call 911 for emergencies, is 988. All phone providers will connect callers who dial 988 to the lifeline. You may also text SAFE2 (72332).

**National Suicide Prevention Lifeline**– 1-800-273-8255 (24/7); also, 211 is a free, confidential 24/7 referral helpline connecting people to available health and human services. To find a behavioral healthcare provider today, call 211 or text your zip code to 898-211.

Local Kane County Suicide Prevention: https://www.kanehealth.com/suicide-prevention




**Multi-Tiered System of Support (MTSS)**

A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize student success. An MTSS framework supports a data based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan's effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

## 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.

**Registration Process and Transfer Student Documentation**

The majority of registration forms can be found on the District website at www.central301.net and other forms can be obtained from the school office or the online registration process.

- New Student Intake Form
- Verification of Residency & Enrollment
- Student Transportation Information Form
- Data Collection Form

- 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)

**Home and Hospital Bound Instruction (Board Policy 6:150)**

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three 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)**

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 to 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 transfer, or permanent withdrawal of a student from the District, the school shall provide written notification of the destruction of 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.

**Medicaid ~~Data Release~~ Fee for Services**

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 forwarded to the Director of Student Support Services, at 275 South Street, PO Box 396, 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:

- Decrease lifetime coverage or any other public insurance benefit,
- Result in the family paying for services that would otherwise be covered by Medicaid,
- Increase your premiums or lead to discontinuation of benefits or insurance, or
- 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.

**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.

**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 Homeless Assistance Act* and Illinois law.

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

- Michelle Vaughn, District Homeless Liaison (847) 464-6005
- Kane County Homeless Liaison: Jimmy Pawola, 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 B for a list of Community Resources and Health Services.

## HEALTH SERVICES

**Health Services**

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.

**Health, Eye, and Dental Examinations & Immunization Requirements (Board Policy 7:100)**

**Required Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required for students in grade 6 and 12. As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening is required and an age-appropriate social and emotional screening must be completed for each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.

6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

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

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

### Eye Examination

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

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

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

### Dental Examination

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

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

## Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

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

## Homeless Child

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

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 | | | X | | | | K,2,6,9 |
| 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 IHS/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 transfer from an Illinois school and have submitted an ISBE 33-78 Student Transfer Form shall have 30 days to provide the required medical documentation.
- A student transferring from out-of-state must submit a physical and immunization record before the first day of attendance. Out of state reports may be considered for compliance review only when all elements of an Illinois physical are included.

**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 healthcare provider 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 prior to 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 written verification must be submitted by the examining physician, advanced registered practice nurse, or physician assistant.
- Religious Exemption:
    - A student's parent(s)/guardians(s) must present the IDPH's Certificate of Religious Exemption form to the Director of Student Support Services. When a Certificate of Religious Exemption form is presented, the Director of Student Support Services or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, (*Communicable and Chronic Infectious Disease*) and State rules if there is an outbreak of one or more diseases from which the student is not protected.

**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 healthcare provider 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.

**Privacy Practices (Board Policy 7:15)**

Pursuant to Illinois and Federal law, school personnel cannot contact a student's healthcare provider, advanced practice nurse, healthcare provider 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.

**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.

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 they are no longer contagious. Guidelines that need to be followed are found at Communicable Diseases Chart.

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.

If your child exhibits any of the following, do not send the child to school or if your child exhibits any of the following during the school day, he/she must go home:

- Fever (temperature of 100 degrees or above),
- Vomiting,
- Diarrhea (2 episodes, unable to manage, blood in stool)
- 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 healthcare provider, 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, wheelchairs, splints or casts) for an acute episode need to submit a note from the healthcare

provider that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

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 the health department. |
| ~~COVID-19~~ | ~~For those that can mask upon return, isolate4 for at least five calendar days from onset of symptoms; return after the five calendars days AND if 24 hours with no fever (without fever- reducing medication), diarrhea and vomiting ceased for 24 hours AND improvement of symptoms AND consistent masking upon return through day 10. If unable to mask, isolate for 10 days.~~ |
| Hepatitis | With healthcare provider's written permission |
| Hand, Foot and Mouth | When fever is gone, and there are no open, draining lesions in the 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 the appearance of rash, with healthcare provider's written permission, as directed by the health department. |
| Mononucleosis | With healthcare provider's written permission; absence of fever > 100 |
| Mumps | A minimum of 5 days after onset of swelling, and with healthcare provider's written permission, as directed by the health department |
| MRSA | 24 hours after initial dose of medication and lesion begins to shrink, unless the lesion can be covered |
| Pertussis (Whooping Cough) | A minimum of 5 days after the initial dose of medication or until 3 weeks after onset of cough, and with healthcare provider's written permission |
| Pink eye (Conjunctivitis) | 24 hours after initial dose of medication |
| Rash of unknown origin | With healthcare provider's written permission |
| Ringworm | 24 hours after initial dose of medication and lesion begins to shrink, unless the lesion can be covered |
| Rubella | A minimum of 7 days after the appearance of rash, with healthcare provider's written permission, as directed by the health department |
| Shingles | When all lesions are crusted ,and with healthcare provider's written permission |
| Strep Throat/Scarlet Fever | 24 hours after initial dose of medication and fever free |
| TB | With healthcare provider's written permission |

## Injuries/Illness

It is expected that injuries/illnesses 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 do so.

**Excuses from Physical Education and Recess (Board Policy 7:260)**

In order to be excused from participation in physical education or recess, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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

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

~~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 the healthcare provider shall include a medical note signed by the healthcare provider licensed under the Medical Practice Act that verifies the medical reason for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every 30 days 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 Building Administrator. Office staff will notify the PE teacher of the excuse.~~

**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 District guidelines must be followed for dispensing or administering the medication. The District may reject requests for administration of 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 (~~SMA~~ Med A 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 Board policy and its implementing procedures.**

- ~~Medication is defined as either prescription or over-the-counter drugs.~~
- ~~Medication will not be given by a school employee without the completion and submission of a Med-A (SMA) form or Individual Health Plan (IHP) signed by both the parent and the medical healthcare provider 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.~~
- ~~The Med-A & IHP forms must be completed annually or each time a prescription changes.~~
- ~~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.~~
- ~~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.~~
- ~~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.~~
- ~~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).~~
- ~~Medication dispensing guidelines include:~~
    - ~~Medications will be dispensed to one student at a time.~~
    - ~~The designated school employee will transfer the indicated dosage from the container to the student.~~
    - ~~The designated school employee will document the administration.~~

- ~~Administration of Medical Cannabis~~
  - ~~The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered as designated within the Board policy.~~
- ~~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.~~

**Administering Medication to Students**

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

**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 EpiPen to a student authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or Health plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an EpiPen 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 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.

## GENERAL INFORMATION

**Bus Transportation ( Board Policy 7:220)**

All students who reside outside the walking boundaries (greater than 1.5 miles from school) are assigned District 301 transportation to/from school using their home location to designate the bus assignment.

**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 the bus number.

Please complete the online Student Transportation Information found on your Student's Skyward account (Under Custom Forms), only if you require busing to/from an alternate location within your attending school's boundaries. If your child needs to start District 301 transportation, does not require District 301 transportation or you need to make arrangements for busing to/from an alternate location within your child's attending school boundaries ~~please complete the Student Transportation Information found in Skyward under the Custom Forms tab. Students are only allowed to.~~ Students are allowed only one inbound bus and only one outbound bus to the same location (accommodations cannot be made for different buses on different days.) Please allow two school days to process any changes to your student's transportation. Transportation will send you an email confirming the changes are approved or denied.

**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.

**Safety Regulations and Guidelines**

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 five (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. 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 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 times. Eating, drinking or gum chewing is not allowed on the bus.
9. Do not bring any animals on the bus, unless it is a service animal.
10. Take all belongings with you.
11. Respect the driver, fellow students 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.

It is imperative that all students actively observe and support these transportation regulations and actions. The same rules and regulations apply to 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.

~~**Bus Conduct**~~

~~All students must follow the District's *School Bus Safety Rules*. School Bus Suspensions~~

~~The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:~~

~~1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.~~
~~2. Willful injury or threat of injury to a bus driver or to another rider.~~
~~3. Willful and/or repeated defacement of the bus.~~
~~4. Repeated use of profanity.~~
~~5. Repeated willful disobedience of a directive from a bus driver or other supervisor.~~
~~6. Such other behavior as the Superintendent or designee deems to threaten the safe~~

~~operation of the bus and/or its occupants.~~

~~If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.~~

**Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

**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/hoverboards |
| -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

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 a kindergarten student is dropped off. It is District policy that if no one is available at the 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.

**Cafeteria**

Elementary schools offer a USDA Reimbursable Value Meal each day. Each morning, classroom teachers take a count of the students who wish to have the "Value Meal of the Day", and a count of the students who wish to have a "Grilled Cheese Sandwich" in place of the protein item. Also, a count will be taken of how many students brought their cold lunch from home and will be purchasing a milk. These counts are shared with the Head Cook each morning so enough food is prepared and available each day.

- Students who choose the "Value Meal of the Day" will receive all meal components: protein items, whole grain bread/pasta items, vegetables, fruit and milk. Students are served the "Value Meal of the Day" without eliminations. The monthly menu can be found on the Food Service website.
- If a student would like to have a non-meat item, they will be served a "Grilled Cheese Sandwich" in place of the planned protein item, at no additional charge.
- Milk is sold to students who would like to have a milk with the cold lunch they brought from home or if the student would like extra milk to drink with his/her hot lunch.
- If a student is eligible for free or reduced price lunch and wishes to have milk with his/her cold lunch from home, he/she must purchase the milk for $0.40 a carton.
- Milk Substitute: A USDA Physician's Statement is required if students need to substitute bottled water for milk related to an allergy or lactose intolerance. The Physician's Statement form can be obtained from the nurse's office.

~~Updated~~ **Payment Procedures:** In order to provide the safest, contactless transition for payments, Central 301 Food Service Departments district-wide are cashless. All lunch payments must be updated through our online payment system, MySchoolBucks (Heartland Payment Systems).

- ❏ Cashiers will not accept cash or checks at the Point of Sale Cashier stations
- ❏ Setting up a free MySchoolBucks account is easy. Links can be found under the **For Parents tab>Lunch Information** on the district website. To set up an account you will need your students name and ID number. Funds can be added using your credit/debit card or electronic check.
    - Some features with MySchoolBucks are:
        - ❏ Easy way to add funds with auto replenish options available
        - ❏ View cafeteria purchases
        - ❏ Check your student's account balance
        - ❏ Receive low balance alerts depending on your preferences setup

MySchool Bucks now offers **OnePay,** an annual savings pass offering more convenience and savings with reduced program fees. OnePay is a discounted fee payment program for students' lunch accounts. OnePay allows parents/guardians to pay transaction fees upfront from their checking accounts (electronic check, not available for credit cards) with unlimited lunch account payments for 12 months. Parents/Guardians can make as many lunch account payments as they want, in any amount - there are no spending limits.

**How will OnePay benefit families?** When funds are put on students accounts monthly, you will pay 9 times per year = $22.41 in program fees. OnePay offers the choice of 2 transaction fee payment packages:

- ❏ A single student - you will pay $12.95/year or
- ❏ A daily plan for $26.95/year

Both packages provide great value for large families and those who fund their accounts frequently.

**How does OnePay work?**

- ❏ To take advantage of OnePay, parents/guardians must use their checking account for payment of their transaction fees.
- ❏ Parents/Guardians select the OnePay option suitable for their family (Student or Family Plan) and pay the set amount.
- ❏ Once this is paid, parents/guardians will not have to pay another transaction fee on their lunch account for 12 months.

If you need assistance with your account, you can find helpful how-to-videos and answers to commonly asked questions by visiting myschoolbucks.com. You can contact MySchoolBucks directly by logging into your account to start a chat conversation or call them at (855)832-5226.

**Negative Lunch Balance**

Central 301 School's Food Service Department is committed to serving lunches to all students. If a student account has a negative balance, the negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. Once lunches have been served without money in the lunch account, it is the parent's responsibility to respond to the negative balance email by depositing money in the student's lunch account in www.myschoolbucks.com. If negative lunch balances are not paid by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid.

**Free / Reduced Meal Applications**

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. The Free / Reduced Lunch Application can be found in hatMySchoolApps.com. Parents may access the Free / Reduced Application link after July 1st of each new school year. The application link can be found in the Food Service website in the Lunch Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link, read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students must be added to the application. You will need the Student ID number for each student on the application and people living in the household must be added to the application. Your application must be complete before you click "submit". A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

So the system can work efficiently for all students each day, we ask that the following rules be observed:assigned table.

- Students should pick up all lunch debris from the table and floor, empty lunch trays into trash bins and return the empty lunch trays to the kitchen.
- Students should put lunchroom materials appropriate for recycling in the specified recycling containers.
-

**Refund or Transfer Lunch Account Money**

For families requesting a refund from their child(ren) lunch account or transfer lunch money from one student to another, go to the Food Service Website > click on "Lunch Information" section. On the next page, locate Refund or Transfer Lunch Account Money – click on the link. Read the instructions carefully. Follow the instructions provided in each section.

**Lunch Prices**

The cost of all menu items in the value meal is set at one meal price. The lunch prices for the ~~2022-2023~~ 2023-2024 school year are:

| | |
|---|---|
| **Paid Lunch Price** | **$3.00** |
| **Reduced Lunch Price** | **$0.40** |
| **Milk Price** | **$0.40** |
| **Adult/Teacher Lunch Price** | **$3.75** |

**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. All emails follow this format: first name.last name@central301.net (i.e. john.smith@central301.net). Keep in mind that our District spam filter may interrupt the delivery of some messages.

**Electronic Devices (Board Policy 6:220 and 6:235)**

The District's electronic networks~~, including the Internet,~~ are a 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")~~ Technology (BYOT) 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 and/or texting during school day hours (9:~~10~~15am-3:~~35~~40pm).

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

**Emergency Day: School Dismissal Due to Weather**

At times during the winter, severe weather 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 7:00 am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WGN (720 AM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). ~~The school utilizes multiple platforms to notify families of school closures, including but not limited to Parentsquare.~~ The school may also utilize Parent Square via text, phone call 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. ~~Notification will be sent if an early dismissal is warranted. Parents should arrange with their child in advance where he/she should go if any early dismissal is deemed necessary.~~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.

**Items Brought to School**

- BIRTHDAY TREATS: 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 are counterproductive to the health curriculum standards.

- BICYCLES, SKATEBOARDS, IN-LINE SKATES and HOVERBOARDS: 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, hoverboards and wheelies (including shoes with wheels built into them) are not allowed on school grounds. Any students found with such items will:
    - receive a verbal warning;
    - have such item confiscated to be picked up by a parent/guardian;
    - have such items confiscated for the remainder of the school year.

- CELL PHONES/SMARTWATCHES: If a parent deems it necessary for a student to have a cell phone or smartwatch, it must be silenced and kept zippered in the child's backpack from start to finish of the school day, (9:~~10~~ 15am-3:~~35~~40pm). Any misuse of ~~a cell phone~~ the device will result in disciplinary action as outlined in the Student/Parent Handbook. ~~Examples of misuse include but are not limited to:~~
    - ~~student dismissal;~~
    - ~~using phone as a camera (unless used with teacher discretion) ;~~
    - ~~displaying inappropriate images/websites;~~
    - ~~use of inappropriate language during calls or texts;~~
    - ~~use of the phone for bullying, harassment, and intimidation.~~
- FOOD/SNACKS: With regard to food, commercially pre-packaged items that are clearly labeled with all ingredients are required. This applies to all school sponsored events

**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-karts, and any off-road vehicles. Consequences for this behavior may include suspension out of school as well as charges filed with local authorities

**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 she/he may be outside when the weather permits. Snow and moderately cold weather do not keep the children inside. All children will participate in outdoor activities if the outside temperature with wind chill is 0 degrees or above. Snow pants and boots are required for children to play in the snow. Each school has playground rules to follow.

**Parent-Teacher Organization / Committee (PTO/PTC)**

Each of the elementary schools has a Parent-Teacher Organization / Committee. These organizations involve staff and parents in a partnership which betters the education of the children. The PTOs/PTCs donate time and money which are used to enhance the students' academic environment. All parents are welcome; we encourage you to join and participate.

**Pets**

Due to student allergies 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.

**Lost and Found**

The lost and found is kept in a clearly marked designated area within each building. Please label all items of clothing that a child removes during the course of a day (i.e. 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.

**School Safety**

The safety of our students and staff is our first priority at each district 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 of 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.

**Dress Code**

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. Students are expected to wear proper clothing to school.

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 midriffs, 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.

**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.

**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.

Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:

a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based

upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities 4:165; and
c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.

Provide parents/guardians of students in any of grades K through 8 with not less than five days written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

**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 the school and we ask that you do so in partnership with the classroom teacher to ensure that a mutual purpose aids 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.

## 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:

- 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.

**Attendance Procedures**

Parents/Guardians and students should be aware of and follow these procedures:

- When a student is absent from school the student's parent/guardian is requested to contact

the school between 7:45am-~~9:00~~ 9:30am to inform the attendance secretary of the student's absence.

**Leaving School Early**

- Students who need to leave school early for medical purposes (healthcare provider 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.**
- 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, 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 healthcare provider'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 healthcare provider'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 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 tardiness 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 an excuse. 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.

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 tardiness. 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 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 Extracurricular Activities

Students who are absent, or who left school for an illness during the day, will not be allowed to attend or participate in extracurricular activities until they have attended school.

# 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.

Under normal circumstances parent volunteers should ride the bus to and from the field trip. In addition, students who attend the field trip will not be allowed to have a parent drive them separately from the location of the event, unless special circumstances prevent this. Notification of the request must be provided to the teacher at least 48 hours prior to the field trip and outline the special circumstances involved.

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 quarter for grades (1-5). Kindergarten grades are available second through fourth quarters; and early childhood grades are available for second and fourth quarters. Beginning in 3rd grade, parents and students are encouraged to monitor student progress throughout the semester via the Skyward "gradebook". Live grades are available at all times for grades 3-5 by clicking on the Gradebook tab in Skyward. For EC - 5th grade, end of quarter grades are available on the report card, which can be accessed by clicking on the Portfolio tab in Skyward.

**Homework**

Homework is a vital part of education. Homework is an extension of learning that occurs within the classroom; 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. Generally, 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 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.

## 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:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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 alcoholic beverages 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 marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under Ashley's Law);
    b. Any anabolic steroid unless it is being administered in accordance with a healthcare provider'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 healthcare provider's or licensed practitioner's prescription;
    d. Any prescription drug when not prescribed for the student by a healthcare provider or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing healthcare provider'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 unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*.
    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.

i. 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, smartwatch, 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.
    a. CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, smartwatches, 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 buses, 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 drones for any purpose on school grounds or at any school event unless granted permission by the Superintendent 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; slurs surrounding race, religion, sexual orientation, or disability; 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's 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:

~~Verbal Warning;~~

~~Detentions;~~

1. Notifying parent(s)/guardian(s);
2. Disciplinary conference;
3. Withholding of privileges~~/removal of privileges~~;
4. Temporary removal from the classroom;
5. Return of property or restitution for lost, stolen, or damaged property;
6. Alternative Learning EnvironmentThe Building Principal or designee shall ensure that the student is properly supervised;
7. 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 must be used. The student must be supervised by the detaining teacher or the building principal or designee.
8. 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.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules;
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct;
11. 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;
12. 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 may also ~~shall~~ be restricted from being on school grounds and at school activities;
13. ~~Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing;~~Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. 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 theater, 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, Ill. Dept of 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.~~

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

**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 days will be informed of what, if any, appropriate and available support services will be provided to the student during 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 the 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 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.

## PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT (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 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 cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of 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.

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.

*Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidations, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.*

*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. *Cyberbullying* 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. Cyberbullying 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, and
(vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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 1-2, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.program that: 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 Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a 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 named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report. Anonymous reports are also accepted through the District 301 CARES Lines.

Country Trails Elementary School: CTCares@central301.net
Howard B. Thomas Grade School: HBTCares@central301.net
Lily Lake Grade School: LLCares@central301.net
Prairie View Grade School: PVCares@central301.net

**Nondiscrimination Coordinator**

_____

Dr. Matthew Haug

_____

275 South St., Box 396, Burlington, IL 60109

_____

matthew.haug@central301.net

847-464-6005

**Complaint Managers**

Taylor Ruiz

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275 South St., Box 396, Burlington, IL

shayne.birkmeier@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 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 be distributed annually to parents/guardians, students, and school personnel, (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

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. Fully implements and enforces each of the following Board policies:

a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.

b. 2:265, Title IX, Sexual Harrassment Grievance Procedure. A student may use this policy to file a complaint about sexual harrassment.

c. 2:265, Title IX, AP 2, Administrative Procedure - Formal Title IX Sexual Harassment Complaint Grievance Process

d. 2:265, Title IX, Exhibit - Title IX Sexual Harassment Glossary of Terms

e. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.

f. 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.

g. 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.

h. 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.

i. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.

j. 7:190, Student Discipline. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.

k. 7:310, Restrictions on Publications and Written or Electronic Material. This policy prohibits students from:

(i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and

(ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

**Uniform Grievance Procedure (BOARD POLICY 2:260)**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42U.S.C.§12101 et seq.

2. Title IX of the Education Amendments of 1972, 20 U.S.C.§1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint

Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Nondiscrimination Coordinator:**

Dr. Matthew Haug
Name
275 South St., P.O. Box 396 Burlington, IL 60109
Address
matthew.haug@ccentral301.net
Email
847-464-6005
Telephone

**Complaint Managers:**

Taylor Ruiz
Name
275 South St., P.O. Box 396 Burlington, IL 60109
Address
taylor.ruiz@ccentral301.net
Email
847-464-6005
Telephone

Shayne Birkmeier
Name
275 South St., P.O. Box 396 Burlington, IL 60109
Address
shayne.birkmeier@ccentral301.net
Email
847-464-6005
Telephone

**Title IX Sexual Harassment Grievance Procedure**

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education

programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content,* incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

**Title IX Coordinator:**

Dr. Matthew Haug
Name
275 South Street, Burlington, IL 60109
Address
matthew.haug@ccentral301.net
Email
847.464.6005
Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

~~Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.~~

**~~Formal Title IX Sexual Harassment Complaint Grievance Process~~**

~~When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.~~

~~The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:~~

1. ~~Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.~~
2. ~~Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.~~
3. ~~Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:~~
   a. ~~Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.~~
   b. ~~Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.~~
4. ~~Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.~~
5. ~~Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.~~
6. ~~Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.~~
7. ~~Include reasonably prompt timeframes for conclusion of the grievance process.~~
8. ~~Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.~~
9. ~~Base all decisions upon the *preponderance of evidence* standard.~~
10. ~~Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.~~
11. ~~Describe the range of *supportive measures* available to *Complainants* and *Respondents*.~~

12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

**Administrative Procedure - Formal Title IX Sexual Harassment Complaint Grievance Process (BOARD POLICY 2:265-AP2)**

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX Sexual Harassment Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, in conjunction with this procedure.

This procedure contains a **Table of Contents** and lettered **Sections**.

Table of Contents

A. Overview of 34 C.F.R. §106.45 Grievance Process
B. Notice of Allegations
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E. Informal Resolution of Formal Title IX Sexual Harassment Complaint
F. Investigation of Formal Title IX Sexual Harassment Complaint
G. Determination Regarding Responsibility; Remedies
H. Appeals

I. Recordkeeping

Sections

**A. Overview of 34 C.F.R. §106.45 Grievance Process**

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.
4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).
8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

    Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's

education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:

   a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and

   b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

   Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

   Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

**B. Notice of Allegations**

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:

   a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.

   b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.

   c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.

   d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

   e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so

that each party can meaningfully respond to the evidence before the investigation concludes.

f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.

2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.

3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. Id. at f/n 594.

When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

## C. Consolidation of Formal Title IX Sexual Harassment Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

## D. Dismissal of Formal Title IX Sexual Harassment Complaint

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;

2. The Respondent is no longer enrolled or employed by the District; or

3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

## E. Informal Resolution of Formal Title IX Sexual Harassment Complaint

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:

   a. The allegations;

   b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and

   c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## F. Investigation of Formal Title IX Sexual Harassment Complaint

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

| Actor | Action |
|---|---|
| Investigator or Title IX Coordinator | During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)):<br>1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i).<br>2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii).<br>3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii).<br>4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or |

| Actor | Action |
|---|---|
| | proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv).<br>5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v).<br>6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi).<br>7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. Id.<br>8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy.<br>Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).<br>Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. Id.<br>**Note:** This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility. Id.<br>At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy:<br>1. The Formal Title IX Sexual Harassment Complaint;<br>2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and<br>3. The investigative report. |

## G. Determination Regarding Responsibility; Remedies

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| Initial Decision-Maker | The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such |

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| | cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker.<br><br>**Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions**<br><br>Reviews all materials received from the Investigator.<br><br>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that:<br><br>1. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Id.<br><br>2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days.<br><br>Reviews any questions received from each party for submission to any party or witness.<br><br>Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. Id.<br><br>Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.<br><br>Upon receipt of answers to questions, provides each party with copies of them. Id.<br><br>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. Id. Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days.<br><br>Upon receipt of answers to the additional questions, provides each party with copies of them. Id.<br><br>**Determination and Written Notice of Determination**<br><br>Basing all decisions on the *preponderance of evidence* standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)):<br><br>1. Identifies the allegations potentially constituting Title IX sexual harassment; |

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| | 2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;<br>3. Contains findings of fact supporting the determination;<br>4. Contains conclusions regarding the application of the District's policies and procedures to the facts;<br>5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and<br>6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal. |
| Title IX Coordinator | Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv). |

## H. Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

| Actor | Action |
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| Complainant or Respondent | Within 10 school business days after receiving the either the Initial Decision-Maker's written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on:<br>1. Procedural irregularity that affected the outcome.<br>2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination.<br>3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i).<br>**Note:** The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from |

| Actor | Action |
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| | this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process. |
| Title IX Coordinator | Upon receiving an appeal from one party:<br>1. Notifies the other party in writing that an appeal has been filed.<br>2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome.<br>3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker.<br>**Note:** The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, *Uniform Grievance Procedure*, and with Ill. State Board of Education sex equity regulations requiring districts to "provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40(c)(1). **If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.**<br>**Note:** Some school attorneys recommend that the appeal not go to the Board, so that the Board's objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. **Districts should discuss their options with their board attorney.** |
| Appellate Decision-Maker | Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal.<br>Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F). |

## I. Recordkeeping

| Actor | Action |
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| Title IX Coordinator | Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)):<br>1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies |

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| | provided to the Complainant designed to restore/preserve equal access to the District's education program or activity;<br>2. Any appeal and its result;<br>3. Any informal resolution and its result; and<br>4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution.<br>See 5:150, *Personnel Records*, and 5:150-AP, *Personnel Records*, addressing the identification, storage, and access to personnel records.<br>See 7:340, *Student Records*, along with 7:340-AP1, *School Student Records*, and 7:340-AP2, *Storage and Destruction of School Student Records,* addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records. |

**Exhibit – Title IX Sexual Harassment Glossary of Terms**

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, implemented by administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process.*

Glossary of Terms

**Actual Knowledge –** Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District's Title IX Coordinator. Assumption of knowledge based solely on the District's status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. *Notice* as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

**Appellate Decision-Maker –** An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker's determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Complainant –** An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Consent –** Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent

to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

**Note:** 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that "recipients must clearly define consent and must apply that definition consistently." 85 Fed. Reg. 30125. **Consult the Board Attorney if the District would like to customize this definition.**

**Education Program or Activity** – Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

**Note:** Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District's Title IX obligations extend to off-campus sexual harassment incidents "if the off-campus incident occurs as part of the [district]'s 'operations' pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)" or if the District "exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a)." 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised *substantial control* or whether an incident occurred as part of the District's *operations*. Id. at 30197. *Operations* may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District's operations. Id. at 30202. **Consult the Board Attorney for further guidance.**

**Formal Title IX Sexual Harassment Complaint** – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District's education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

**Note:** Whether a Complainant is *attempting to participate* is a fact-specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. **Consult the Board Attorney for further guidance.**

**Initial Decision-Maker** – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against

an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Investigator** – The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a *Formal Title IX Sexual Harassment Complaint* (defined above) according to 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Respondent** – An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Supportive Measures** – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

**Sexual Harassment Governed by Laws Other Than Title IX** – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5 ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e et seq.).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, *Title IX Sexual Harassment Grievance Procedure*:

- 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, *Workplace Harassment Prohibited*. This policy prohibits employees from engaging in sexual harassment.
- 5:90, *Abused and Neglected Child Reporting*. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.

- 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, *Harassment of Students Prohibited*. This policy prohibits all sexual harassment of students.
- 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, *Teen Dating Violence Prohibited*. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7:190, *Student Behavior*. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

**Title IX Sexual Harassment** = Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

- A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).
    - *Sexual assault* means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see www.fbi.gov/services/cjis/ucr/.
    - *Dating violence* means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).
    - *Domestic violence* includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).
    - *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

# STUDENT DEVICE HANDBOOK

As part of its commitment to integrating technology into the curriculum, the Board of Education of Central Community Unit School District No. 301 has purchased Devices and their related accessories for students' individual use. Each student will be loaned a Device while attending Central 301. In order for a student to be loaned a Device, you and your child must read, sign, and return the attached Acknowledgement to your school's main office. This Handbook is valid for the years the student is loaned the Device. A new Handbook will be provided during registration and a new Acknowledgement must be signed and returned for each school year.

Students in Kindergarten and Grade 1 will be loaned a Device only for use in school; these students will not take their Devices home. Students in Grades 2-12 will be loaned a Device for use at school and at home and must bring it to school every day, just like a textbook. Access to the technology resources of the District is a privilege and not an entitlement or right, and you and your child are responsible for the appropriate care, handling, and use of the Device as outlined in this Handbook.

If the District changes this Handbook at any time during the year, the District will notify you of the change(s).

## A. USING THE DEVICE

**1.** **Acceptable Use of Device.** Your child's use of the Device, whether at home or at school, is to be for educational purposes consistent with the curricular goals of the District and with Board of Education policies. Your child may not use (or allow others to use) the Device loaned to him/her in a way that violates the Board's policy on acceptable use of its electronic network (Board Policy 6:235, *Access to the District's Electronic Network*). By using the Device, you and your child agree to abide by Board Policies 6:235, *Access to the District's Electronic Network*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:190, *Student Behavior*; as well as all other applicable policies and their corresponding administrative procedures and the guidelines in this Handbook. Violation of any of these policies, administrative procedures, or guidelines could result in your child's loss of the privilege of using the Device; discipline, up to and including suspension or expulsion; and referral to law enforcement.

**2.** **Using the Device.** All students are provided a District account, including a username and password. Students must use that account when logging on to the Device.

**a.** **Using the Device at School.** Unless otherwise instructed, the Device is intended for use at school every day. If your child is permitted to use the Device at home, he/she is responsible for bringing it to school every day, fully charged. The District is not responsible for providing your child a loaner Device in the event he/she forgets the Device.

b. **Using the Device Outside the District.** In the event your child uses the Device at home or elsewhere outside the District, he/she is bound by the same policies, procedures, and guidelines as at school.

   i. **Parent Responsibility for Supervision Outside the District.** The District's filters will run on your child's Device outside of school. However, the District is not responsible for supervising students' use of the Device and Internet activity outside of school. While your child is using the Device assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use.

   ii. **Technical Support Outside the District.** The District cannot guarantee the Device will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not the responsibility of the District. Any configuration applied to the Device that impairs its performance in school may be removed by District staff.

3. **Email Accounts.** All students are issued a District email address through Google's Gmail service. These accounts will have restricted access as determined by the District. Students in Kindergarten through Grade 8 will only be able to send emails to and receive emails from District staff, students, and approved educational systems. Students in Grades 9-12 will be able to send emails to and receive emails from District staff, students, and approved domains.

4. Every email sent and received from a District email account, whether at home or school, goes through filtering software. The District makes every effort to block content that may be obscene, pornographic, or otherwise harmful or inappropriate in the school setting. However, the District cannot guarantee that every objectionable material will be filtered. If your child receives an inappropriate email, your child should report it immediately to an adult and forward it to their building administration team.

5. **Accessories.** The District will provide either a mandatory carrying case or always on case necessary for the protection of the Device. The decision whether to purchase additional accessories (such as a wireless mouse, extra charger, keyboard, stylus, etc.) for the device rests with you and your child. As with any personal property brought to school, the District reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the District cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.

6. **Caring for the Device.** The Device assigned to your child remains the property of the District and must be maintained appropriately. In addition to the manufacturer's instructions included with the Device, if any, your child must care for the Device as follows:

**a.** Only use a clean, soft cloth to clean the device's screen; don't use cleansers of any type.

**b.** Insert and remove cords and cables carefully to prevent damage to connectors.

**c.** Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Device in a manner that would detract from the educational environment in the classroom. You may personalize the Device by setting the wallpaper or background, but only with appropriate images.

**d.** Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the Device.

**e.** Don't leave the Device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.

**f.** Keep food and beverages away from the Device.

**g.** Make sure the Device is secure when it is out of your child's sight. Don't leave it in an unlocked locker, desk, or other location where someone might take it.

**h.** Your child was provided a protective carrying case with the Device; use it.

**i.** Your child's Device will have a District-provided asset tag to identify it. This number also might be marked in the case your child was provided. Write this number down so you can identify the Device.

## B. Responsibilities of Students and Parents

**1.** **Technology Fee.** In order for your student to be loaned a Device consistent with the Handbook, you must pay a technology fee of $50 each school year.

**2.** **Parents' Responsibility for Child's Compliance.** You agree to monitor and supervise your child's use of the Device outside of school and to make every effort to ensure your child's compliance with the obligations and responsibilities described in this Handbook and in all applicable Board Policies related to their use of the Device.

**3.** **Returning of the Device.** The Device is the property of the District while the Device is loaned to the student.

**a.** Kindergarten devices, unless instructed otherwise, will remain in the school and the District will make sure they are in their 1st grade classroom for the start of the next school year.

**b.** For students in Grades 1-11, unless instructed otherwise, Devices and any related accessories may be taken home over the summer. However, the rules outlined in this Handbook remain in effect during the summer.

**c.** If, at the end of the Device loan period, your child's technology fee has been paid in full, you will own your child's Device. The District's technical support staff will

reset the Device to factory settings, and all District filters and software will be removed.

4. **Student Leaves the District.** If a student leaves the District, the family will need to inform the school office of their intentions for the Device. If we do not hear from the family and the Device is not in the school's possession, the Device will be automatically locked out.

    **a.** The technology fee ($50 per year) covers a little less than half the annual cost of the Device. The District picks up the remainder of the cost at a little over $50 per year. As a result of this fee, the family will own the Device after two or three years of use in the District based on their rotation. If a student leaves the District early and wants to keep the Device they will need to pay the remainder of the technology and District costs at $100 per year of expected use.

    **b.** If you leave during the last semester your Device is expected to be used and all of your family fees are paid, the Device is yours to keep.

    **c.** If your child fails to return the Device and any related accessories or you do not purchase it, the District may, in addition to seeking reimbursement from you, file a report with local law enforcement.

## C. Device Data And Software

1. **Managing Your Files and Saving Your Work.** Work done on a Device is typically saved to Internet-based storage space (i.e., the "cloud"). It is your child's responsibility to make sure his/her work is not lost due to a failure or loss of the Device.

2. **Personal Content on the Device.** Your child should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the Device potentially could be subject to access by third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting. It is your child's responsibility to back up all personal content stored on the Device, if any.

3. **Device Data as District Records.** Data saved to the Device or to the cloud via the Device are not maintained by the District as public records or as student records. In the event data stored on a Device or stored in the cloud via a Device needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

4. **District-Required Software.** The District will provide any software/apps required to use the Device for school purposes. This software may not be removed. The District may update, add, or remove software at any time for any reason, without prior notice.

5. **Prohibited "Jailbreaking."** "Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Device voids the manufacturer's warranty and is a violation of this

Handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this Handbook.

6. **Personal Software.** Your child is not permitted to install additional software or apps on the Device.

7. **Compliance with Copyrights.** In using the Device, your child must follow the Board Policy 5:170, *Copyright*, governing use of copyrighted material and applicable copyright law.

8. **No Expectation of Privacy.** There is no expectation of privacy for any communication made using the Device or for any content created, accessed, or stored on the Device. The District reserves the right to inspect the Device and its contents at any time and for any reason.

**D. Repair of, Loss of, or Damage to Device**

**1. Technical Support & Device Loaners.**

**a.** During the school year, if your child's Device is not functioning properly, students in Kindergarten through Grade 5 should alert his/her teacher, and students in Grades 6-12 should bring the Device to the LMC. If necessary, a technical support employee of the District will assess the Device and attempt to correct any problems with it. In all grades, students will be issued a loaner Device, if available, while this student's Device is being repaired. The loaner Device should be treated the same as the student's Device as set forth in this Handbook.

**b.** During the summer, if your child's Device is not functioning properly, the District will provide technical support at specified times and District buildings. This information will be available on the District's website or may be obtained by contacting the District office.

**2. Loss of or Damage to Device.** If your child's Device is lost or damaged, you or your child must report it immediately to your school's main office. If you believe your child's Device requires repair, you must notify the designated technical support person in your child's school. You and your child are responsible for cooperating with the District in the recovery, repair, or replacement of your child's Device.

**3. Responsibility for Lost or Damaged Device.** In the event your child's Device is lost or damaged, you will be responsible for replacement or repairs as follows:

**a.** If the District determines that the damage is the result of an equipment failure covered by a warranty, the warranty will apply with no further action required.

**b.** If the damage is the result of a student's negligence or intentional destruction, or if the Device is lost, you will be required to pay in full for the repair or replacement of the equipment.

**4. Accidental Damage.** The District purchases an accidental damage policy with each Device. This covers one (1) accidental damage per Device per school year while the

Device is used in the District.

## E. Waiver and Indemnification

1. **Waiver of Device-Related Claims.** By signing the "Device Acknowledgement" below, you acknowledge that you and your child have read, understand, and agree to follow all guidelines and policies outlined or referenced in this Handbook and agree to be bound by this Handbook. You also agree and represent that the Device (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order consistent with this Handbook. **By signing this Handbook, you waive any and all claims you or your child (and each of your respective heirs, successors, and assigns) may have against Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Device or this Handbook.**

2. **Indemnification for Device-Related Claims. To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any District Device issued to your child.**

CENTRAL SCHOOL DISTRICT 301

**MEMORANDUM**

**FROM:** Megan Minehart, Assistant Principal of Prairie Knolls Middle School
**TO:** District 301 Board of Education
**DATE:** June 20, 2023
**RE:** APPROVAL OF CHANGES TO THE MIDDLE SCHOOL STUDENT HANDBOOK for 2023-2024

I am requesting the approval of changes to the Middle School Handbook as outlined in the Middle School Handbook changes document. The proposals include:

2023-2024 Draft Middle School Handbook

| Page Number(s) | Proposed Change | Rationale |
|---|---|---|
| **Throughout this document, sections have been moved to have alignment between the elementary, middle school, and high school handbooks. No changes were made to sections unless otherwise noted.** | | |
| 1, 2 | Change date from 2022-2023 to 2023-2024 | Updated to current school year |
| 2 | Updated #301 to D301 | Aligns with our District name |
| 2-9 | Delete former handbook index and change it to a linked index | This will allow easier usage for parents and will also update page numbers automatically when/if changes are made. |
| 9-11 | Delete former disclaimer and replace with A Word of Welcome, Mission Statement, Building Administration & Handbook Introduction | - To align with both the elementary and high school handbooks. |
| 11 | **Student Services Office**<br>The objective of Student Services is to help students make the most of middle school and to ensure students have the appropriate support to succeed in middle school and beyond. The student services office includes an Assistant Principal, a nurse, a registrar and attendance secretary, school social worker(s), speech pathologist, and a school psychologist who work directly with students, parents, and staff. | - To align with both the elementary and high school handbooks.<br>- To make stakeholders aware of what the Student Services Office is as well as who is a part of the student service team. |
| 12 | ~~Beginning immediately, t~~The ~~new~~ National Suicide Prevention Lifeline number, similar to how people can call 911 for emergencies, ~~will be~~ is 988. ~~All phone service providers are required to connect callers who dial 988 to the lifeline effective July 16, 2022. The~~ | As the National Suicide Prevention Lifeline number is now live, there is no need to include the language regarding the effective date or the former 10-digit number. |

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| | ~~existing lifeline uses a 10 digit number, 1.800.273.8255.~~ | |
| 12 | Student Identification Cards~~;~~: ~~Suicdie~~ Suicide Prevention Information | Updated incorrect spelling |
| 13 | **Problem Solving Team**<br>The Problem Solving Team (PST) is a team consisting of the social workers, school psychologist, assistant principals, school nurse, administration, and one or more teachers. The PST exists to identify and assist students at risk due to severe social, emotional, family, mental health, attendance, and/or academic issues. The goal of the PST 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 PST can be made by any member of the team, a staff member, the student him/herself, a fellow student, and/or a parent. | - To align with both the elementary and high school handbooks.<br>- To make stakeholders aware of what the PST process is, as well as who is involved. |
| 13 | *(Home and Hospital Instruction - Board Policy 6:150)*<br>Appropriate educational services from qualified staff will begin no later than five school days after receiving a ~~physician's~~ written statement | Updated to align with current Board policy |
| 13 | *(Student Records & Directory Information - Board Policy 7:340)* | Updated to align with current Board policy |
| 14 | *(Required Notices and Directory Information)*<br><br>~~CCUSD 301~~ The District | Updated to align with current Board policy |
| 15 | *(Education of Children with Disabilities - Board Policy 6:120)*<br><br>The term ~~"~~children with disabilities,~~"~~ as used in this policy,<br><br>~~(inclusive)~~ for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) Special Education rules that special education services are needed.<br>*Rehabilitation Act of 1973* ("Section 504")<br><br>~~Illinois State Board of Education's~~ ISBE<br><br>as defined by Section 504 ~~of the Rehabilitation Act of 1973~~, | Updated to align with current Board Policy |
| 15-16 | *(District 301 Homeless Information)* | Updated to reflect current personnel. |

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| | ***For more information, contact*:**<br>~~Dr. Todd Stirn, CCUSD 301 Homeless Liaison (847) 464-6005~~<br>Michelle Vaughn, District Homeless Liaison<br>(847) 464-6005 | |
| 16 | ~~**Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students (Board Policy 7:100)**~~ **Required Health Examinations and Immunizations** | Updated title and information to align with current Board policy |
| 17-18 | *(Eye Examination~~s~~)* | Updated information to align with current Board policy |
| 18 | *(Dental Examination)* | Updated information to align with current Board policy |
| 18-19 | *(Exemptions)* | Updated information to align with current Board policy |
| 19 | **Homeless Child (Board Policy 6:140)**<br><br>Any homeless child shall be immediately admitted, even if the child or child's parent(s)/guardian(s) is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children. | Updated title to align with current Board policy |
| 19 | *(Privacy Practices - Board Policy 7:15)*<br>~~Main Office and/or~~ Student Services Department. | Updated to align with current Board policy |
| 19 | **Communicable and Chronic Infectious Disease (Board Policy 7:280)**<br>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. | Updated to align with current Board policy |
| 19 | *(Illness/Injury)*<br>~~For safety and well-being, parents/guardians must select emergency contacts who are likely to be able to pick up their child in a timely manner if they are unable to do so.~~ In the event of an emergency, it is imperative that we have contacts that are able to assist their student(s) immediately to ensure their well-being. Please provide contact information for individuals who have the ability to pick up a student in a timely manner. | Updated language regarding student pick up for clarity. |
| 20 | **EXEMPTION FROM ~~PE~~ PHYSICAL EDUCATION (BOARD POLICY 7:260)** | Updated title and information to align with current Board policy |

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| 20-21 | *(Medication Policy - Board Policy 7:270)*<br><br>*(Administering Medication to Students)* | Updated to align with current Board policy |
| 21 | *(Self-Carry & Self-Administration of Medication)* | Updated to align with current Board policy |
| 26 | 202~~2~~3-202~~3~~4 Lunch Prices | Updated to current school year |
| 26 | *Lunchroom Conduct* | Deleted as the expectations are within Student Conduct |
| 26-27 | *(Electronic Devices - Board Policy 6:235)* | Deleted what was currently written as it connected more to Board Policy 6:220. Updated with current language for Board Policy 6:235. |
| 27 | **Hall Passes**<br>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.<br><br>**ID Cards**<br>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. | Added to align with high school handbook |
| 28 | **Locker Policy/Search & Seizure (Board Policy 7:140)**<br>Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of ~~CCUSD301~~ the District. For the safety and security of the entire school community, school authorities may inspect and search ~~lockers~~ 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. | Updated to align with Board policy |
| 28 | **Sale of Objects**<br>No objects or materials of any kind may be sold on school property without the authorization of the Administration. | - Added to align with high school handbook<br>- This past year, PK had many students trying to sell items from their lockers. |
| 29 | **Book Bags/Purses** | Students are using bags just like backpacks |

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| | Book bags, backpacks, etc. are not allowed in the Library Media Center or classrooms. Small bags or purses must be able to fit into an 8”x12”x5” box. If the small bag or purse does not fit under the desk or on the back of the chair, ~~or~~ and into the box, it must be kept in the student’s locker during school hours. | as they are putting all their materials in these bags and carrying them around. This has created a tripping hazard in classrooms for both teachers and students. By having students keep their bag underneath the desk or on the chair, it eliminates the tripping hazard. |
| 30 | Emergency Closing of School | Deleted as it is already in General Information (pg. 23). |
| 30 | ~~Tornado Warning or Other Emergencies~~ | - Deleted to align with elementary and high school handbooks<br>- Processes are posted within classrooms and in the Emergency Crisis Plan |
| 31 | **ATTENDANCE ~~POLICIES~~ AND TRUANCY POLICY (BOARD POLICY 7:70)** | Updated title to align with Board policy. |
| 31 | *(Attendance and Truancy Policy - Board Policy 7:70)*<br>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. | By adding this statement, we are reiterating the District’s belief that students should be in attendance within each of their classes. |
| 32 | *(Unexcused Absence)*<br>A ~~physician's~~ healthcare provider’s note<br>a ~~doctor’s~~ healthcare provider’s note | - To align with elementary and high school handbooks<br>- Updated to allow notes from other providers |
| 33 | *(Tardiness)*<br>On the ~~fifth~~ fourth tardy to school | To align with the high school handbook |
| 33 | Deleted Anticipated Absence | The policy would align with traditional absences, therefore it is redundant and not needed. |
| 33-34 | Deleted Late Arrivals to School | The policy is already noted in the tardiness section of the Attendance portion of the handbook. |
| 34 | ~~Grade Reporting~~ **Grading**<br>Parents and students are encouraged to monitor student progress throughout the quarter by logging on to Skyward. All grades are available and viewable in Skyward; however, report cards will be posted through Skyward Parent Access at the end of each quarter of the school year. | - Changed title and verbiage to align with the high school<br>- This verbiage also encourages parents and students to utilize Skyward for their “live” grades. Skyward acts as a mode of communication between school and home, so utilizing this tool is vital for students and families. |
| 34 | 5. Grades will be published quarterly. ~~Semester averages will not be reported.~~ No semester exam grades will be published on report cards. | CMS has to post semester grades because there are some classes that earn high school credit, and they have to align with the high |

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| | | school grade reporting process for transcript purposes. |
| 34 | **HONOR ROLLS**<br>~~Gold, Silver and Bronze Honor Rolls will be completed at the end of each quarter.~~ At Prairie Knolls Middle School, Gold, Silver, and Bronze Honor Rolls will be completed at the end of each quarter. Honor Rolls at Central Middle School will be completed at the end of each semester. | Eighth grade runs on semesters, which means it would make more sense that Honor Roll is run in conjunction with the end of each semester. |
| 35 | ~~**8th Grade Credit Recovery Program**~~<br>~~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. 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.~~ | CMS no longer offers credit recovery during the school day as it is offered during summer school. The policy is covered in the description of summer school listed above in the handbook. |
| 36 | *(Prohibited Student Conduct)*<br><br>A. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*. | Updated to align with Board policy |
| 37 | *(Prohibited Student Conduct)*<br>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 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 unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law.* | Updated to align with Board policy |
| 37 | ~~5. Using or possessing an electronic paging device.~~ | Updated to align with Board policy |
| 37 | 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, smartwatch, personal digital assistant (PDA), or other electronic devices | - Adding "smart watch" as this has become an increasing issue in schools across the District.<br>- To align with elementary and high |

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| | | school handbooks |
| 37 | 6. 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. | - Updated to align with Board policy<br>- Updated the numbered list to reflect the deletion of #5 |
| 38 | Renumbered list for #7-8 | Updated the numbered list to reflect the deletion of #5 |
| 38 | ~~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.~~ | Updated to align with Board policy |
| 38 | ~~11.~~ 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, ~~sexual harassment,~~ public humiliation… | **Change pending Board Approval (Board Policy)**<br>- Covered underneath the umbrella term of harassment.<br>- To align with elementary and high school handbooks |
| 38 | Updated the numbered list | Updated to reflect the changes in Board policy |
| 39 | Additional examples of prohibited misconduct and gross disobedience include but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; slurs surrounding race, religion, sexual orientations, or disability; transportation violation; the inappropriate use of the district's network or district's devices. | Currently, there is no policy within the handbook or Board Policy that specifies hate speech surrounding slurs towards any population of students. Hate speech is not tolerated in our schools and this should be reflected within our handbooks. |
| 39-40 | *(Disciplinary Measures)*<br>Deleted verbal warning and detentions<br><br>3. Withholding of privileges~~/removal of privileges~~<br>12. 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 may also ~~shall~~ be restricted from being on school grounds and at school activities.<br>13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.~~upon written agreement with the student's parent(s) or following a Board of Education hearing~~ | Updated to align with Board policy |

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| 40 | local law enforcement agency, ILL. Dep. of State Police (ISP) | Updated to align with Board Policy |
| 41 | *Delegation of Authority*<br><br>The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. | Updated to align with Board Policy |
| 42 | *Out of School Suspension (Board Policy 7:200)*<br>~~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.~~ | #11 in Disciplinary Measures (aligns with Board Policy 7:200) states that students *may* not be able to attend. It does not prohibit them from attendance. |
| 43 | **Prevention of and Response to Bullying, Intimidation, and Harassment ~~POLICY~~ (BOARD POLICY 7:180)** | Updated title to reflect Board Policy |
| 44 | *(Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)* )<br><br>*Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidations, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.* | Updated to align with Board policy |
| 44 | *(Restorative Measures)*<br>~~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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. | Updated to align with Board policy |
| 45-47 | Bullying Prevention and Response Plan | - Updated information to align with Board policy<br>- Updated to include appropriate personnel<br>- Deleted portions relevant to District Office actions/the process |
| 47-58 | Uniform Grievance Procedure | These procedures happen at the District |

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| | Title IX Sexual Harassment Grievance Procedure Administrative Procedure<br>Exhibit - Title IX Sexual Harassment Glossary of Terms | level, not the school level, therefore it does not need to be in the Handbook. |
| 61 | ~~2.~~ 4. Student Leaves the District. | Updated to reflect appropriate numbered list |
| 64-69 | Added resources for families | - Alignment with high school handbooks<br>- Great resources to help families |

# District #301
# Student/Parent
# Middle School Handbook
# 2022~~2~~3-2023~~3~~4







**Prairie Knolls Middle School**
225 Nesler Road
Elgin, IL 60124
(847) 717-8100
(847) 717-8105

**Central Middle School**
44W303 Plato Road
Burlington, IL 60109
(847) 464-6000
(847) 464-0233 (Fax)

# ~~#301~~ D301 Middle School
# Student/Parent Handbook Index
# 2022~~3~~-2023~~4~~


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# CENTRAL DISTRICT #301 MIDDLE SCHOOL POLICIES AND PROCEDURES

The District #301 Middle School Student/Parent Handbook is also available on the school website (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.

# A Word of Welcome

Dear Students and Parents/Guardians,

On behalf of the entire Prairie Knolls Middle School "PKMS" and Central Middle School "CMS" staff, we would like to welcome you to the 2023-2024 school year. We begin this year full of anticipation and excitement for the growth we know we are about to experience.

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 PKMS, CMS, 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.

The PKMS and CMS staff are committed to partnering with you in your preparation for high school and your role in our community. We look forward to the school year before you and are confident that you will do great things.

Sincerely,

Mr. Matt Newquist
**Prairie Knolls Middle School Principal**

Ms. Alexandra Paszt
**Central Middle School Principal**

# Mission Statement

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

## Administration

| Prairie Knolls Middle School | Central Middle School |
|---|---|
| **Matt Newquist,** Principal<br>**Megan Minehart,** Assistant Principal of Behavior & Environment<br>**TBD,** Assistant Principal of Student Services | **Alexandra Paszt,** Principal<br>**Kelsey Keith,** Assistant Principal |

# Introduction

Welcome to Prairie Knolls Middle School and Central Middle 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 PKMS and CMS, 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 PKMS, CMS, 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.central301.net or at the District Office.

# Student Services

## Student Services Office

The objective of Student Services is to help students make the most of middle school and to ensure students have the appropriate support to succeed in middle school and beyond. The student services office includes a Assistant Principals, a nurse, a registrar and attendance secretary, school social workers, speech pathologist, and a school psychologist who work directly with students, parents, and staff.

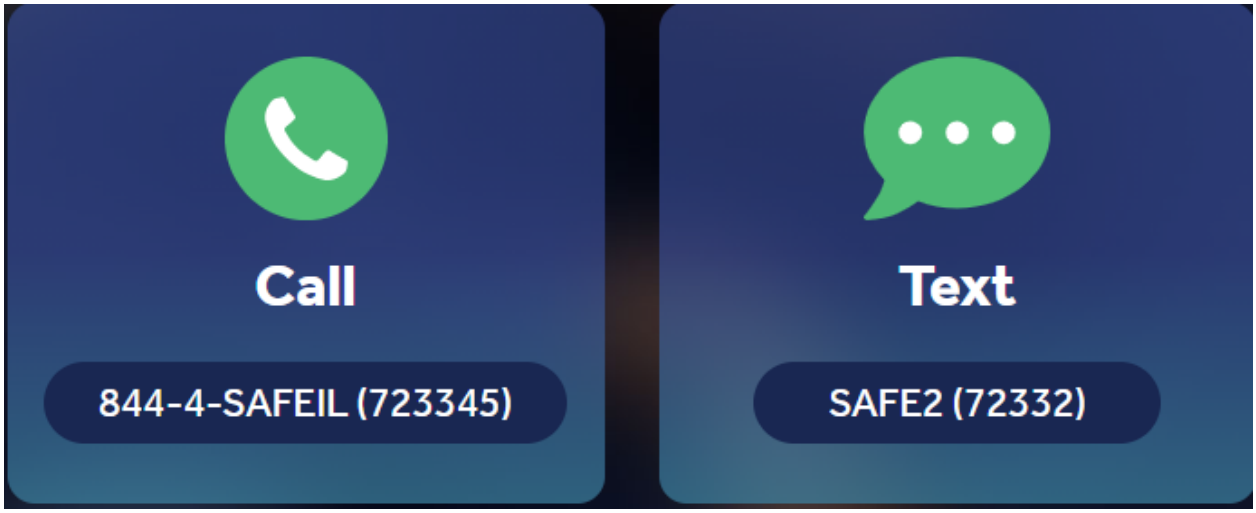
**Note:** School Social Workers are trained mental health professionals who provide services related to students' social/emotional functioning at school. School social workers help assess and address the needs of students, provide individual and group counseling, and provide referrals for community resources.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

## National Suicide Prevention Lifeline

Hours: Available 24 hours. Languages: English, Spanish. Learn more.

~~Beginning immediately, t~~The ~~new~~ National Suicide Prevention Lifeline number, similar to how people can call 911 for emergencies, ~~will be~~ is 988. ~~All phone service providers are required to connect callers who dial 988 to the lifeline effective July 16, 2022. The existing lifeline uses a 10 digit number, 1.800.273.8255.~~
https://www.safe2helpil.com/




## Local Kane County Suicide Prevention
https://www.kanehealth.com/suicide-prevention

## National Suicide Prevention Lifeline

1-800-273-8255 (24/7); also, 211 is a free, confidential 24/7 referral helpline connecting people to available health and human services. To find a behavioral healthcare provider today, call 211 or text your zip code to 898-211.

## Student Identification Cards~~;~~: ~~Suicdie~~ Suicide Prevention Information

Each school district that serves pupils in any of grades 6 through 12 and that issues an identification card to pupils in any of grades 6 through 12 shall provide contact information for the National Suicide Prevention Lifeline (988), the Crisis Text Line, and either the Safe2Help Illinois helpline or a local suicide prevention hotline or both on the identification card. The contact information shall identify each helpline that may be contacted through text messaging. The contact information shall be included in the school's handbook and also the student planner if a student planner is custom printed by the school for distribution to pupils in any of grades 6 through 12.

## Problem Solving Team
The Problem Solving Team (PST) is a team consisting of the social workers, school psychologist, assistant principals, school nurse, administration, and one or more teachers. The PST exists to identify and assist students at risk due to severe social, emotional, family, mental health, attendance, and/or academic issues. The goal of the PST 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 PST can be made by any member of the team, a staff member, the student him/herself, a fellow student, and/or a parent.

## Multi-Tiered System of Support (MTSS)
A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize student success. An MTSS framework supports a data-based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan's effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting

may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

## Home and Hospital Instruction (Board Policy 6:150)

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a ~~physician's~~ written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three 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 & Directory Information (Board Policy 7:340)

School student records are confidential. ~~As provided in State or federal law student records do not include:~~ Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in staff members' 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 18 years who has been arrested or taken into custody.

State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District ~~will disclose~~ discloses school student records without parent~~/guardian's or student's (if 18 or over)~~ consent to ~~officials of another school district~~ the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law ~~or court order~~.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

## 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.

~~CCUSD 301~~ The District may release directory information to the general public including local media, military recruiters, district vendors 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 to 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.

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 (ISBE) 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~~ ISBE 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~~
Michelle Vaughn, District Homeless Liaison
(847) 464-6005

Kane County Homeless Liaison: Jimmy Pawola, 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.

# 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 health office, 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. Students shall not use their personal cell phones unless given permission by the nurse.

## ~~Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students (Board Policy 7:100)~~ Required Health Examinations and Immunizations

~~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.~~

~~**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 is submitted for review.~~
  - ~~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 transferred from an IL school and have submitted an ISBE form 33-78 shall have 30 days to provide required documentation.~~
- ~~A student transferring from out-of-state must submit a physical and immunization record before the first day of attendance. Out of state reports may be considered for compliance review only when all elements of an Illinois physical are included.~~

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

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

Proof of immunization against meningococcal disease is required for students in grade 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening is required and an age-appropriate social and emotional screening must be completed for each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability on the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

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

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

## Eye Examination~~s~~

- ~~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.~~

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

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

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

## Dental Examination

- ~~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.~~

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

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

## Exemptions

~~**Exemptions**~~

- ~~An exemption must be submitted prior to 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 written verification must be submitted by the examining physician, advanced registered practice nurse, or physician assistant.~~
- ~~Religious Exemption:~~
  - ~~A student's parent(s)/guardians(s) must present the IDPH's Certificate of Religious Exemption form to the Director of Student Support Services. When a Certificate of Religious Exemption form is presented, the Director of Student Support Services or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, (*Communicable and Chronic Infectious Disease*) and state rules if there is an outbreak of one or more diseases from which the student is not protected.~~

~~**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~~

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

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

## Homeless Child (Board Policy 6:140)

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

## Privacy Practices (Board Policy 7:15)

Pursuant to Illinois and federal law, school personnel cannot contact a student's physician, advanced practice nurse, physician assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school 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 an 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. ~~For safety and well-being, parents/guardians must select emergency contacts who are likely to be able to pick up their child in a timely manner if they are unable to do so.~~ In the event of an emergency, it is imperative that we have contacts that are able to assist their student(s) immediately to ensure their well-being. Please provide contact information for individuals who have the ability to pick up a student in a timely manner.

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 (2 episodes, child unable to manage, or blood in stool.)
- 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.

## Exemption from ~~PE~~ Physical Education (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 school nurse. 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 medical note signed by the healthcare provider licensed under the Medical Practice Act that verifies the medical reason for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction~~

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

~~**Excuses for Religious Reasons**~~

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

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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

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

## 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.~~

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 the Medication Authorization Form (Med-A 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.

### Administering Medication to Students

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

### 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.~~

~~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).~~

A student may possess and self-administer an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a Med-A Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a Med-A Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the 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 injector, asthma medication, and/or a medication required under a qualifying plan.

## GENERAL INFORMATION

### 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 who reside outside of the walking boundaries (greater than 1.5 miles from school) are assigned District 301 transportation to/from school using their home location to designate the bus assignment. 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.

If your child needs to start District 301 transportation, does not require District 301 transportation or you need to make arrangements for busing to/from an alternate location within your child's attending school boundaries please complete the Student Transportation Information found in Skyward under the Custom Forms tab. Students are allowed only one inbound bus and only one outbound bus to the same location. (Accommodations cannot be made for different buses on different days.) Please allow 2 school days to process any changes to your student's transportation. Transportation will send you an email confirming the changes are approved or denied.

## 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. Students may only ride their assigned school bus.
2. Arrive at the 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 on 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 an 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.
15. If the students' homebound bus is at the middle school at dismissal, the student must board their homebound bus and not another transfer 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.

### Late Academic Bus

Any student that does not sign up for this bus prior to the scheduled cut off time will be denied transportation, unless approved by both the School Administration and Transportation.

## 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 7:00 am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WGN (720 AM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). The school may also utilize Parent Square via text, phone call 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.

## School Arrival/Departure

Students should not arrive at school until 7:50 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

**Central Middle School** - All student pick-ups and drop-offs between the hours of 7:50 a.m. and 3:00 p.m. must be done at the front main entrance.

**Prairie Knolls Middle School** - Between 7:50-8:10 and 2:48-3:20, students should be dropped off and picked up using the PKMS Traffic Pattern at Door 25. All students that need to be dropped off (late to school) or picked up (early from school) must use Door 1.

## 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 the front doors, report to the school office, sign in, show a valid ID, and obtain an identifying badge.

## 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."

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.

**Payment Procedures:** In order to provide the safest, contactless transition for payments, Central 301 Food Service Departments district-wide are cashless. All lunch payments must be updated through our online payment system, MySchoolBucks (Heartland Payment Systems).

- ❏ Cashiers will not accept cash or checks at the Point of Sale Cashier stations
- ❏ Setting up a free MySchoolBucks account is easy. Links can be found under the **For Parents tab › Lunch**

**Information** on the district website. To set up an account you will need your students name and ID number. Funds can be added using your credit/debit card or electronic check.

- Some features with MySchoolBucks are:
  - ❏ Easy way to add funds with auto replenish options available
  - ❏ View cafeteria purchases
  - ❏ Check your student's account balance
  - ❏ Receive low balance alerts depending on your preferences setup

MySchool Bucks offers **OnePay,** an annual savings pass offering more convenience and savings with reduced program fees. OnePay is a discounted fee payment program for students' lunch accounts. OnePay allows parents/guardians to pay transaction fees upfront from their checking accounts (electronic check, not available for credit cards) with unlimited lunch account payments for 12 months. Parents/Guardians can make as many lunch account payments as they want, in any amount - there are no spending limits.

**How will OnePay benefit families?** When funds are put on students accounts monthly, you will pay 9 times per year = $22.41 in program fees. OnePay offers the choice of 2 transaction fee payment packages:

- ❏ A single student - you will pay $12.95/year or
- ❏ A daily plan for $26.95/year

Both packages provide great value for large families and those who fund their accounts frequently.

**How does OnePay work?**

❏ To take advantage of OnePay, parents/guardians must use their checking account for payment of their transaction fees. ❏ Parents/Guardians select the OnePay option suitable for their family (Student or Family Plan) and pay the set amount.

❏ Once this is paid, parents/guardians will not have to pay another transaction fee on their lunch account for 12 months.

If you need assistance with your account, you can find helpful how-to-videos and answers to commonly asked questions by visiting myschoolbucks.com. You can contact MySchoolBucks directly by logging into your account to start a chat conversation or call them at (855)832-5226.

**Milk Substitute**

- If your student requires a substitute for milk, parent's/guardian's must have a USDA Physician's Statement form completed by the student's doctor indicating the type of substitute required - water, soy milk, etc. for milk related to an allergy or lactose intolerance. The Physician's Statement form can be obtained from the Food Service website in the Lunch Information section and must be returned to the school.

**Negative Lunch Balance**

- Central 301's Schools' Food Service Department is committed to serving lunches to all students. Due to varied circumstances, students may not have money to purchase a lunch. If there is no money in the student's account, they will still receive the Value Meal of the Day. Ala Carte snacks (chips, cookies, ice cream, fruit juice, water, etc.) cannot be charged. Students must have money in their lunch account to purchase ala carte snack items. The negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. Once lunches have been served without money in the lunch account, it is the parent's responsibility to respond to the negative balance email by depositing money in the student's lunch account at www.myschoolbucks.com. If negative lunch balances are not paid off by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid.

**Free/Reduced Meal Applications**

- A student's eligibility for Free or Reduced priced meals shall be determined by Family Size / Income Guidelines set annually by the U.S. and Department of Agriculture and distributed by the Illinois State Board of Education. The Free/Reduced Application can be found at www.MyschoolApps.com. Parents/Guardians may access the Free/Reduced Application link after July 1st of each new school year. The application link can be found on the Food Service website in the Lunch Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link,

read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students and all people living in the household must be added to the application. You will need the student ID number for each student on the application. Your application must be complete before you click "submit". A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

**Refund or Transfer Lunch Account Money**

- For families requesting a refund from their child(ren) lunch account or transfer lunch money from one student to another, go to the Food Service Website > click on "Lunch Information" section. On the next page, locate Refund or Transfer Lunch Account Money - click on the link. Read the instructions carefully. Follow the instructions provided in each section.

**202~~2~~3-202~~3~~4 Lunch Prices**

Student Paid Lunch Price - $3.10
Reduced Lunch Price - $0.40
Milk - $0.40
Adult/Teacher Lunch Price - $3.75

## ~~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.~~

## 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 *(as to be determined by building administration)*, and before or after school. Students may not place or receive phone calls during school day hours (8:10 a.m. to 2:48 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.~~

## Access to the District's Electronic Networks

Electronic networks are a part of the District's instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the electronic network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

## Curriculum and Appropriate Online Behavior

The use of the District's electronic networks (1) shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) shall comply with the selection criteria for instructional materials and library resource center materials. As required by federal and state law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan and any administrative procedures, rules, and other terms and conditions of electronic network use, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

## Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

## Fundraising

All fund raising by classes and school organizations, during the school day to the student body, must have prior approval of the Administration. *Fundraising for outside organizations will not be permitted during the school day (8:10 a.m.-2:48 p.m.).*

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

- Class, Organization, or Club hosting the fundraiser
- 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.

## 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.

## 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. IDs can be purchased in the school office up until the morning of the school day or the school day prior to the dance.

## Locker Policy/ Search and Seizure (Board Policy 7:140)

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of ~~CCUSD301~~ the District. For the safety and security of the entire school community, school authorities may inspect and search ~~lockers~~ 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.

District officials may request the assistance of law enforcement officials for the 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. Students are permitted to carry a bag or purse that must be able to fit into an 8"x 12 x"5 box. If the purse or bag does not fit under the desk or into the box, it must be kept in the student's locker during school hours.

### Lost and Found

If you have lost something in the school building, please check the lost and found collection. 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.

## Sale of Objects

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

## 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 email addresses as well as post the school newsletter on the school website. Please visit the District #301 Middle Schools' web sites through the links provided at www.central301.net.

## 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. Small bags or purses must be able to fit into an 8"x12"x5" box. If the small bag purse does not fit under the desk, on the back of the chair, ~~or~~ and 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 re-sealable 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). However, teachers reserve the right to prohibit the chewing of gum in their individual classrooms.

## Movies for Instructional Purposes

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

## 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.

## ~~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 **ParentSquare**. Please update your phone numbers whenever you have a change. Information will also be available on our school website: **www.central301.net**~~

~~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.~~

## 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.~~

## 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, bandanas, handkerchiefs, and other head coverings (unless exempt due to religion), as well as dark glasses, shall 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.

e. Chains are not to be brought to school. This includes chains on wallets, choker chains, etc.

2. Students may carry a small bag or purse as long as it does not disrupt the learning environment or pose a safety threat. Purses or a small bag must be able to fit into an 8"x12"x5" box.
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.

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.

## ATTENDANCE ~~POLICIES~~ AND TRUANCY POLICY (BOARD POLICY 7:70)

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 attributes of regular attendance, punctuality, and participation.

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

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.

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. The note can be scanned and emailed to the attendance secretary or turned in at the main office.

### 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, without first having been seen by the Nurse. When the Nurse is not in the health office, a student who is ill should report to the Main Office.

## Absences

### Three Categories of Absences

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

## Excused Absence:

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 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

## 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~~ healthcare provider'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~~ healthcare provider'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. Needed at home
7. Other avoidable absences

*Schoolwork missed because of unexcused absences must be made up in accordance with the MAKE-UP WORK DURING ABSENCES section.

## 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.

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

## Class Cut

A class cut is defined as an absence from part of (10 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.

## 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~~ fourth tardy to school per semester, students may receive disciplinary consequences. The same may occur for excessive tardies to class based on team policies.

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.

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 a 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.~~

## MAKE-UP WORK DURING ABSENCES

Students who are absent from school will be allowed to make up work for equivalent academic credit. The time allowed to make up 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.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.~~

# ACADEMICS

## ~~Grade Reporting~~ Grading

Parents and students are encouraged to monitor student progress throughout the quarter by logging on to Skyward. All grades are available and viewable in Skyward; however, 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

At Prairie Knolls Middle School, Gold, Silver, and Bronze Honor Rolls will be completed at the end of each quarter. Honor Rolls at Central Middle School will be completed at the end of each semester.

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 make up 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.

## 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.

## 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, taken in place of an Encore will count as .5 credit per quarter.
**Special Education courses taken in place of core courses will 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.

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).

### ~~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. 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.~~

# DISCIPLINE

## 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 marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*.
    b. Any anabolic steroid unless it is being administered in accordance with a physician 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 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 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 unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law.*
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.~~ ~~5. Using a cellular telephone, video recording device, smartwatch, 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.~~

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, smartwatch, personal digital assistant (PDA), or other electronic devices 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); © it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

~~7.~~ 6. 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.~~ 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.

~~9.~~ 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.

~~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.~~ 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, ~~sexual harassment,~~ public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.

~~12.~~ 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

~~13.~~ 11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

~~14.~~ 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

~~15.~~ 13. Entering school property or a school facility without proper authorization.

~~16.~~ 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.

~~17.~~ 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

~~18.~~ 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.

~~19.~~ 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

~~20.~~ 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

~~21.~~ 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.

~~22.~~ 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 Superintendent or designee.

~~23.~~ 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; slurs surrounding race, religion, sexual orientation, or disability; 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:

~~Verbal Warning~~
~~Detentions~~

1. Notifying parent(s)/guardian(s)
2. Disciplinary conference
3. Withholding of privileges~~/removal of privileges~~
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen, or damaged property
6. Alternative Learning Environment. The Building Principal or designee shall ensure that the student is properly supervised.
7. 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.
8. 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.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules
10. Suspension of bus riding privileges in accordance with Board Policy 7:220, Bus Conduct
11. 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.
12. 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 may also ~~shall~~ be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.~~upon written~~

~~agreement with the student's parent(s) or following a Board of Education hearing~~

14. 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 theater, 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, ILL. Dep. of State Police (ISP), 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 and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. ~~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 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.

## Prevention of and Response to Bullying, Intimidation, and Harassment ~~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.

*Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidations, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.*

**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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

**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 Nondiscrimination Coordinator, Building principal, Assistant Building Principal, Dean of Students, a Compliant Manager, ~~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~~ District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the bias of an anonymous report.

**Nondiscrimination Coordinator:**
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~~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.

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.

## UNIFORM GRIEVANCE PROCEDURE (BOARD POLICY 2:260)

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following.

1. Title II of the Americans with Disabilities Act, 42U.S.C.§12101 et seq.

2. Title IX of the Education Amendments of 1972, 20 U.S.C.§1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

**Right to Pursue Other Remedies Not Impaired**

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

**Deadlines**

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

**Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

**Investigation Process**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

**Decision and Appeal**

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

**Appointing a Nondiscrimination Coordinator and Complaint Managers**

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Nondiscrimination Coordinator:**

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Telephone

**Complaint Managers:**

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# TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

## Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

## Definitions from 34 C.F.R. §106.30

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

## Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content,* incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

## Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

**Title IX Coordinator:**

Esther Mongan
Name
275 South Street, Burlington, IL 60109
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**Processing and Reviewing a Report or Complaint**

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

**Formal Title IX Sexual Harassment Complaint Grievance Process**

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
    a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
    b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

**Enforcement**

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

## ADMINISTRATIVE PROCEDURE – FORMAL TITLE IX SEXUAL HARASSMENT COMPLAINT GRIEVANCE PROCESS (BOARD POLICY 2:265-AP2)

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX Sexual Harassment Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, in conjunction with this procedure.

This procedure contains a **Table of Contents** and lettered **Sections**.

**Table of Contents**


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E. Informal Resolution of Formal Title IX Sexual Harassment Complaint
F. Investigation of Formal Title IX Sexual Harassment Complaint
G. Determination Regarding Responsibility; Remedies
H. Appeals
I. Recordkeeping


**Sections**

**A. Overview of 34 C.F.R. §106.45 Grievance Process**

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.
4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a

limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).

8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent employee; expulsion, for a Respondent student; and termination of any existing contracts and/or prohibition from District property and activities, for a third party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

   Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:

   a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and

   b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

   Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

   Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

**B. Notice of Allegations**

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:

   a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.

   b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.

   c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.

   d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

   e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.

   f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.

2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.

3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. Id. at f/n 594.

When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

## C. Consolidation of Formal Title IX Sexual Harassment Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

## D. Dismissal of Formal Title IX Sexual Harassment Complaint

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

## E. Informal Resolution of Formal Title IX Sexual Harassment Complaint

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:
   a. The allegations;
   b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
   c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## F. Investigation of Formal Title IX Sexual Harassment Complaint

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

| **Actor** | **Action** |
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| Investigator or Title IX Coordinator | During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)):<br>1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i).<br>2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii).<br>3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii).<br>4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv). |

| Actor | Action |
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| | 5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v).<br>6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi).<br>7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. Id.<br>8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy.<br>Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).<br>Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. Id.<br>**Note:** This step must occur at least 10 school business days before the Initial Decision Maker's determination regarding responsibility. Id.<br>At the conclusion of the investigation, sends to the Initial Decision Maker in an electronic format or hard copy:<br>1. The Formal Title IX Sexual Harassment Complaint;<br>2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and<br>3. The investigative report. |

## C. Determination Regarding Responsibility; Remedies

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|---|---|
| Initial Decision Maker | The Superintendent or designee acts as the Initial Decision Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision Maker.<br>**Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions**<br>Reviews all materials received from the Investigator.<br>Provides the parties with written notice of the opportunity to submit, through the Initial Decision Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that:<br>1. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Id.<br>2. Any questions must be submitted to the Initial Decision Maker within five (5) school business days.<br>Reviews any questions received from each party for submission to any party or witness.<br>Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. Id.<br>Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision Maker within five (5) school business days.<br>Upon receipt of answers to questions, provides each party with copies of them. Id.<br>Provides the parties with written notice of the opportunity to submit, through the Initial Decision Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. Id. Informs the parties that any questions must be submitted to the Initial Decision Maker within five (5) school business days.<br>Upon receipt of answers to the additional questions, provides each party with copies of them. Id.<br>**Determination and Written Notice of Determination** |

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|---|---|
| | Basing all decisions on the *preponderance of evidence* standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)):<br>1. Identifies the allegations potentially constituting Title IX sexual harassment;<br>2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;<br>3. Contains findings of fact supporting the determination;<br>4. Contains conclusions regarding the application of the District's policies and procedures to the facts;<br>5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and<br>6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal. |
| Title IX Coordinator | Implements any remedies for the Complainant as ordered by the Initial Decision Maker. 34 C.F.R. §106.45(b)(7)(iv). |

## H. Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

| Actor | Action |
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| Complainant or Respondent | Within 10 school business days after receiving the either the Initial Decision Maker's written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on:<br>1. Procedural irregularity that affected the outcome.<br>2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination.<br>3. The Title IX Coordinator, Investigator, or Initial Decision Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i).<br>**Note:** The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process. |
| Title IX Coordinator | Upon receiving an appeal from one party:<br>1. Notifies the other party in writing that an appeal has been filed.<br>2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome.<br>3. Promptly forwards all materials relative to the appeal to the Appellate Decision Maker.<br>**Note:** The District must ensure that the Appellate Decision Maker is not the same person as the Initial Decision Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, *Uniform Grievance Procedure*, and with Ill. State Board of Education sex equity regulations requiring districts to "provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40©(1). **If the Board acts as the Appellate Decision Maker, the Board must receive the training in Section A.9, above.**<br>**Note:** Some school attorneys recommend that the appeal not go to the Board, so that the Board's objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. **Districts should discuss their options with their board attorney.** |
| Appellate Decision Maker | Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal. |

| Actor | Action |
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| | Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F). |

**I. Recordkeeping**

| Actor | Action |
|---|---|
| Title IX Coordinator | Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)):<br>1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District's education program or activity;<br>2. Any appeal and its result;<br>3. Any informal resolution and its result; and<br>4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution.<br>See 5:150, *Personnel Records*, and 5:150-AP, *Personnel Records*, addressing the identification, storage, and access to personnel records.<br>See 7:340, *Student Records*, along with 7:340-AP1, *School Student Records*, and 7:340-AP2, *Storage and Destruction of School Student Records*, addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records. |

## EXHIBIT - TITLE IX SEXUAL HARASSMENT GLOSSARY OF TERMS

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, implemented by administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

Glossary of Terms

**Actual Knowledge** – Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District's Title IX Coordinator. Assumption of knowledge based solely on the District's status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. *Notice* as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

**Appellate Decision-Maker** – An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker's determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Complainant** – An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Consent** – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

> **Note:** 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that "recipients must clearly define consent and must apply that definition consistently." 85 Fed. Reg. 30125. **Consult the Board Attorney if the District would like to customize this definition.**

**Education Program or Activity** – Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

> **Note:** Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District's Title IX obligations extend to off-campus sexual harassment incidents "if the off-campus incident occurs as part of the [district]'s 'operations' pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)" or if the District "exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a)." 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised *substantial control* or whether an incident occurred as part of the District's *operations*. Id. at 30197. *Operations* may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District's operations. Id. at 30202. **Consult the Board Attorney for further guidance.**

**Formal Title IX Sexual Harassment Complaint** – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District's education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

> **Note:** Whether a Complainant is *attempting to participate* is a fact-specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. **Consult the Board Attorney for further guidance.**

**Initial Decision Maker** – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Investigator** – The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a *Formal Title IX Sexual Harassment Complaint* (defined above) according to 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Respondent** – An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

**Supportive Measures** – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

**Sexual Harassment Governed by Laws Other Than Title IX** – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5 ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e et seq.).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.

- 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, *Workplace Harassment Prohibited*. This policy prohibits employees from engaging in sexual harassment.
- 5:90, *Abused and Neglected Child Reporting*. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.
- 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, *Harassment of Students Prohibited*. This policy prohibits all sexual harassment of students.
- 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, *Teen Dating Violence Prohibited*. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.

- 7:190, *Student Behavior*. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

**Title IX Sexual Harassment** – Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

- A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).
    - *Sexual assault* means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see www.fbi.gov/services/cjis/ucr/.
    - *Dating violence* means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).
    - *Domestic violence* includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).
    - *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

## 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 DEVICE HANDBOOK

As part of its commitment to integrating technology into the curriculum, the Board of Education of Central Community Unit School District No. 301 has purchased Devices and their related accessories for students' individual use. Each student will be loaned a Device while attending Central 301. In order for a student to be loaned a Device, you and your child must read, sign, and return the attached Acknowledgement to your school's main office. This Handbook is valid for the years the student is loaned the Device. A new Handbook will be provided during registration and a new Acknowledgement must be signed and returned for each school year.

Students in Kindergarten and Grade 1 will be loaned a Device only for use in school; these students will not take their Devices home. Students in Grades 2-12 will be loaned a Device for use at school and at home and must bring it to school every day, just like a textbook. Access to the technology resources of the District is a privilege and not an entitlement or right, and you and your child are responsible for the appropriate care, handling, and use of the Device as outlined in this Handbook.

If the District changes this Handbook at any time during the year, the District will notify you of the change(s).

## A. Using the Device

1. **Acceptable Use of Device.** Your child's use of the Device, whether at home or at school, is to be for educational purposes consistent with the curricular goals of the District and with Board of Education policies. Your child may not use (or allow others to use) the Device loaned to him/her in a way that violates the Board's policy on acceptable use of its electronic network (Board Policy 6:235, *Access to the District's Electronic Network*). By using the Device, you and your child agree to abide by Board Policies 6:235, *Access to the District's Electronic Network*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:190, *Student Behavior*; as well as all other applicable policies and their corresponding administrative procedures and the guidelines in this Handbook. Violation of any of these policies, administrative procedures, or guidelines could result in your child's loss of the privilege of using the Device; discipline, up to and including suspension or expulsion; and referral to law enforcement.

   **Using the Device.** All students are provided a District account, including a username and password. Students must use that account when logging on to the Device.

   **Using the Device at School.** Unless otherwise instructed, the Device is intended for use at school every day. If your child is permitted to use the Device at home, he/she is responsible for bringing it to school every day, fully charged. The District is not responsible for providing your child a loaner Device in the event he/she forgets the Device.

   **Using the Device Outside the District.** In the event your child uses the Device at home or elsewhere outside the District, he/she is bound by the same policies, procedures, and guidelines as at school.

   **Parent Responsibility for Supervision Outside the District.** The District's filters will run on your child's Device outside of school. However, the District is not responsible for supervising students' use of the Device and Internet activity outside of school. While your child is using the Device assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use.

   **Technical Support Outside the District.** The District cannot guarantee the Device will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not the responsibility of the District. Any configuration applied to the Device that impairs its performance in school may be removed by District staff.

   **Email Accounts.** All students are issued a District email address through Google's Gmail service. These accounts will have restricted access as determined by the District. Students in Kindergarten through Grade 8 will only be able to send emails to and receive emails from District staff, students, and approved educational systems. Students in Grades 9-12 will be able to send emails to and receive emails from District staff, students, and approved domains.

Every email sent and received from a District email account, whether at home or school, goes through filtering software. The District makes every effort to block content that may be obscene, pornographic, or otherwise harmful or inappropriate in the school setting. However, the District cannot guarantee that every objectionable material will be filtered. If your child receives an inappropriate email, your child should report it immediately to an adult and forward it to their building administration team.

**Accessories.** The District will provide either a mandatory carrying case or always on case necessary for the protection of the Device. The decision whether to purchase additional accessories (such as a wireless mouse, extra charger, keyboard, stylus, etc.) for the device rests with you and your child. As with any personal property brought to school, the District reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the District cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.

**Caring for the Device.** The Device assigned to your child remains the property of the District and must be maintained appropriately. In addition to the manufacturer's instructions included with the Device, if any, your child must care for the Device as follows:

a. Only use a clean, soft cloth to clean the device's screen; don't use cleansers of any type.
b. Insert and remove cords and cables carefully to prevent damage to connectors.
c. Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Device in a manner that would detract from the educational environment in the classroom. You may personalize the Device by setting the wallpaper or background, but only with appropriate images.
d. Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the Device.
e. Don't leave the Device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.
f. Keep food and beverages away from the Device.
g. Make sure the Device is secure when it is out of your child's sight. Don't leave it in an unlocked locker, desk, or other location where someone might take it.
h. Your child was provided a protective carrying case with the Device; use it.
i. Your child's Device will have a District-provided asset tag to identify it. This number also might be marked on the case your child was provided. Write this number down so you can identify the Device.

## B. Responsibilities of Students and Parents

1. **Technology Fee.** In order for your student to be loaned a Device consistent with the Handbook, you must pay a technology fee of $50 each school year.
2. **Parents' Responsibility for Child's Compliance.** You agree to monitor and supervise your child's use of the Device outside of school and to make every effort to ensure your child's compliance with the obligations and responsibilities described in this Handbook and in all applicable Board Policies related to their use of the Device.
3. **Returning of the Device.** The Device is the property of the District while the Device is loaned to the student.
    a. Kindergarten devices, unless instructed otherwise, will remain in the school and the District will make sure they are in their 1st grade classroom for the start of the next school year.
    b. For students in Grades 1-11, unless instructed otherwise, Devices and any related accessories may be taken home over the summer. However, the rules outlined in this Handbook remain in effect during the summer.
    c. If, at the end of the Device loan period, your child's technology fee has been paid in full, you will own your child's Device. The District's technical support staff will reset the Device to factory settings, and all District filters and software will be removed.

~~2.~~ 4. **Student Leaves the District.** If a student leaves the District, the family will need to inform the school office of their intentions for the Device. If we do not hear from the family and the Device is not in the school's possession, the Device will be automatically locked out.

a. The technology fee ($50 per year) covers a little less than half the annual cost of the Device. The District picks up the remainder of the cost at a little over $50 per year. As a result of this fee, the family will own the Device after two or three years of use in the District based on their rotation. If a

student leaves the District early and wants to keep the Device they will need to pay the remainder of the technology and District costs at $100 per year of expected use.
   b. If you leave during the last semester your Device is expected to be used and all of your family fees are paid, the Device is yours to keep.
   c. If your child fails to return the Device and any related accessories or you do not purchase it, the District may, in addition to seeking reimbursement from you, file a report with local law enforcement.

## C. Device Data & Software

1. **Managing Your Files and Saving Your Work.** Work done on a Device is typically saved to Internet-based storage space (i.e., the "cloud"). It is your child's responsibility to make sure his/her work is not lost due to a failure or loss of the Device.
2. **Personal Content on the Device.** Your child should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the Device potentially could be subject to access by third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting. It is your child's responsibility to back up all personal content stored on the Device, if any.
3. **Device Data as District Records.** Data saved to the Device or to the cloud via the Device are not maintained by the District as public records or as student records. In the event data stored on a Device or stored in the cloud via a Device needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
4. **District-Required Software.** The District will provide any software/apps required to use the Device for school purposes. This software may not be removed. The District may update, add, or remove software at any time for any reason, without prior notice.
5. **Prohibited "Jailbreaking."** "Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Device voids the manufacturer's warranty and is a violation of this Handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this Handbook.
6. **Personal Software.** Your child is not permitted to install additional software or apps on the Device.
7. **Compliance with Copyrights.** In using the Device, your child must follow the Board Policy 5:170, *Copyright*, governing use of copyrighted material and applicable copyright law.
8. **No Expectation of Privacy.** There is no expectation of privacy for any communication made using the Device or for any content created, accessed, or stored on the Device. The District reserves the right to inspect the Device and its contents at any time and for any reason.

## D. Repair of, Loss of, or Damage to Device

1. **Technical Support & Device Loaners.**
   a. During the school year, if your child's Device is not functioning properly, students in Kindergarten through Grade 5 should alert his/her teacher, and students in Grades 6-12 should bring the Device to the LMC. If necessary, a technical support employee of the District will assess the Device and attempt to correct any problems with it. In all grades, students will be issued a loaner Device, if available, while this student's Device is being repaired. The loaner Device should be treated the same as the student's Device as set forth in this Handbook.
   b. During the summer, if your child's Device is not functioning properly, the District will provide technical support at specified times and District buildings. This information will be available on the District's website or may be obtained by contacting the District office.
2. **Loss of or Damage to Device.** If your child's Device is lost or damaged, you or your child must report it immediately to your school's main office. If you believe your child's Device requires repair, you must notify the designated technical support person in your child's school. You and your child are responsible for cooperating with the District in the recovery, repair, or replacement of your child's Device.
3. **Responsibility for Lost or Damaged Device.** In the event your child's Device is lost or damaged, you will be responsible for replacement or repairs as follows:
   a. If the District determines that the damage is the result of an equipment failure covered by a warranty, the warranty will apply with no further action required.
   b. If the damage is the result of a student's negligence or intentional destruction, or if the Device is lost, you will be required to pay in full for the repair or replacement of the equipment.
4. **Accidental Damage.** The District purchases an accidental damage policy with each Device. This covers one (1)

accidental damage per Device per school year while the Device is used in the District.

## E. Waiver and Indemnification

1. **Waiver of Device-Related Claims.** By signing the "Device Acknowledgement" below, you acknowledge that you and your child have read, understand, and agree to follow all guidelines and policies outlined or referenced in this Handbook and agree to be bound by this Handbook. You also agree and represent that the Device (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order consistent with this Handbook. **By signing this Handbook, you waive any and all claims you or your child (and each of your respective heirs, successors, and assigns) may have against Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Device or this Handbook.**
2. **Indemnification for Device-Related Claims. To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any District Device issued to your child.**

# Community Resources

## Alcohol and Drug Abuse Counseling

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

## Behavioral Health Hospitals

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

## Suicide Assessment Resources

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

| Name of Center | Address | Phone Number |
|---|---|---|
| TriCity Family Services | 1120 Randall Court<br>Geneva, IL | (630) 232-1073 |
| 24-hour Hotline Numbers | Depression Hotline<br>National Crisis Lines | (630) 482-9696<br>(800) 784-2433<br>(800) 273-8255 |
| Suicide Prevention Services | 528 S. Batavia Ave (Rte. 31)<br>Batavia, IL | (630) 482-9699 |

## Community Contact

| Name of Center | Address | Phone Number |
|---|---|---|
| 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

| Name of Center | Address | Phone Number |
|---|---|---|
| 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

| Name of Center | Address | Phone Number |
|---|---|---|
| TriCity Family Services<br>*takes Medicaid & a variety of insurance plans* | 1120 Randall Court<br>Geneva, IL | 630-232-1070 |
| Cadence Behavioral Health (Northwestern Medicine) - St Charles<br>*appointment required, takes Medicaid* | 964 N 5th Ave<br>St Charles, IL | 630-933-4000 |
| Cadence Behavioral Health (Northwestern Medicine) - Winfield<br>*appointment required, takes Medicaid* | 27W350 High Lake Rd<br>Winfield, IL | 630-933-4000 |
| Alexian Brothers Behavioral Health Hospital | 1650 Moon Lake Blvd<br>Hoffman Estates, IL | 800-432-5005 |
| Streamwood Behavioral Health | 1400 East Irving Park Rd<br>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

| Name of Center | Address | Phone Number |
|---|---|---|
| Heartland Counseling | 40W131 Campton Crossings Dr<br>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<br>(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<br>(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

| | | |
|---|---|---|
| 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:** Sarah Farrington Assistant Principal of Central High School

**TO:** District 301 Board of Education

**Date:** June 20, 2023

**RE:** APPROVAL OF CHANGES TO THE HIGH SCHOOL STUDENT HANDBOOK

---

I am requesting the approval of changes to the High School Student Handbook as outlined in the High School Handbook changes document. The proposals include:

| | | |
|---|---|---|
| Page 1 | personnel | update Principal name |
| Page 3, 7 | personnel | remove Assistant Principal for Behavior |
| Page 3 | personnel | add new position (AP of Student Experience) |
| Page 3 | personnel | add new position (AP of Student Experience) |
| Page 3 | personnel | add new position (Assistant Athletic Director) |
| Page 4 | District/BOE | removed (website provides information) |
| Page 7 | student services | remove first line of titles |
| Page 8 | student service team | add social worker |
| Page 8 | student service team | add counselor |
| Page 8 | student service team | remove name and position |
| Page 8 | student service team | add new position (Assistant Principal) |
| Page 8 | student service team | add new position (Assistant Principal) |
| Page 8 | student service team | remove alpha slice for all counselors (website) |
| Page 8 | note: National | remove effective date language |
| Page 10 | home and hospital | update to current board policy |
| Page 10-11 | student records | update to current board policy |
| Page 14-18 | policy 7:100 & 6:140 | update to current board policy |
| Page 18 | illness / injury | update language for student pick up |
| Page 19-20 | exemption from PE | remove all board policy after state law |
| Page 20 | medication policy | update name of the form |
| Page 20-21 | medication policy | remove items 1-10 |
| Page 21 | administering | remove sentence on copies |

| | | |
|---|---|---|
| ● Page 22 | self- carry | remove last 2 paragraphs |
| ● Page 25 | payment | remove “update” |
| ● Page 26 | lunch prices | update date |
| ● Page 26 | access electronics | update to reflect current board policy |
| ● Page 28 | hall passes | update language to reflect expectations |
| ● Page 28 | lost and found | change location |
| ● Page 28 | school safety | remove statement about bags |
| ● Page 29 | emergency plan | add statement as stated in MS handbook |
| ● Page 29 | student parking | remove temporary parking language |
| ● Page 30 | student dress | add “(Board Policy 7:160) |
| ● Page 30 | student dress | remove “Students may carry…” |
| ● Page 31 | attendance | add “(Board __ 7:70)” |
| ● Page 31 | attend. procedures | add sentence |
| ● Page 31 | attendance | update title of contact |
| ● Page 32 | absences | remove title (listed above) |
| ● Page 32 | excused absence | remove prompt |
| ● Page 34 | class cut | update time |
| ● Page 34 | academics | update counselor assignment list location |
| ● Page 36 | GPA | update “student recognition” per per board approval |
| ● Page 36 | repeating courses | add number 3 to match curriculum guide |
| ● Page 37 | minimum credits | update to match current curriculum guide |
| ● Page 37 | credits required | update for current classes |
| ● Page 37-38 | early graduation | update to current board policy |
| ● Page 38-39 | correspondence | update to match current curriculum guide |
| ● Page 39-40 | course selection | update to match current curriculum guide |
| ● Page 40 | scholastic awards | remove- inaccurate and redundant |
| ● Page 41 | discipline | change district to CCUSD 301 |
| ● Page 43 | prohibited conduct | remove paging device, add smartwatch |
| ● Page 43 | prohibited conduct | remove cell phone flashlight |
| ● Page 43 | prohibited conduct | remove- covered under harassment (pending BOE approval) |
| ● Page 44 | additional examples | add “slurs…” |
| ● Page 45 | disciplinary measures | update ISS to ALE |
| ● Page 46 | disciplinary measures | remove “shall”, add “may” |
| ● Page 47 | delegation | add “Dean of Students” |
| ● Page 53 | response plan | add coordinator and compliant managers |
| ● Page 53-70 | BP 2:260 | remove grievance procedures |
| ● Page 70-72 | athletics & activities | remove |
| ● Page 89-107 | appendices D | athletic/activity handbook |

Thank you for your time.

Sincerely,

Sarah Farrington

# CENTRAL HIGH SCHOOL



# STUDENT HANDBOOK

~~2022-2023~~

# 2023-2024

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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 ~~2022-2023~~ 2023-2024 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~~
Patrick Podgorski
Principal

## Mission Statement

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



# ADMINISTRATION

## CENTRAL HIGH SCHOOL (CHS)

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

~~**Chris Testone**~~ **Patrick Podgorski**
Principal

**Sarah Farrington**
Assistant Principal of Operations

~~**Patrick Podgorski**~~ ***Laura Tauberry***
Assistant Principal of Student Services

~~**Cambron Culpepper**~~
~~Assistant Principal of Student Behavior and Environment~~

**Ted Juske**
Athletic and Activities Director,
District Rentals

**Curtis Price**
Assistant Athletics and Activities Director

**Daniel Carpenter**
Assistant Principal for Student Experience

**Edgar Pereda**
Assistant Principal for Student Experience

## 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
Deputy Superintendent

**Daina Pflug**
Business Manager

**Mike Potsic**
Director of Student Services

**Brian Tobin**
Director of Technology

**Pam Porto**
Director of Transportation

**Stephen Buchs**
Director of 9 -12 Curriculum, CTE and College Partnerships

**Pam Mirenda**
**Jessica VonSchnase**
Director of Food Services

**Dan Polowy**
Director of Facility Operations

## Board of Education (BOE)

Jeff Gorman – President
Mitch Penar – Vice President
Laura Rabe – Secretary

Junaid Afeef
Dornetria Hemphill
Eric Nolan
Mark Falk

## 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)

# 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.central301.net or at the District Office.

# Student Services

## Student Services Office

~~The student services office includes an Assistant Principal of Student Services, the Assistant Principal for Student Behavior and Environment 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 and beyond. Individual and group counseling is arranged with students in the areas of education/career 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. Utilizing the Naviance program.
3. Testing information (PSAT, ACT, SAT).
4. Selection of high school courses best suited to the student's abilities and future plans.
5. Assistance through both individual and group counseling with personal and social problems that are impeding the student's abilities and future plans.
6. College and career research.
7. The development of four-year, post-secondary, and career plans, including information about college admission requirements, financial aid, and career information.
8. Referral to agencies outside of school.
9. Attending on campus college visits with college admission representatives.

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:

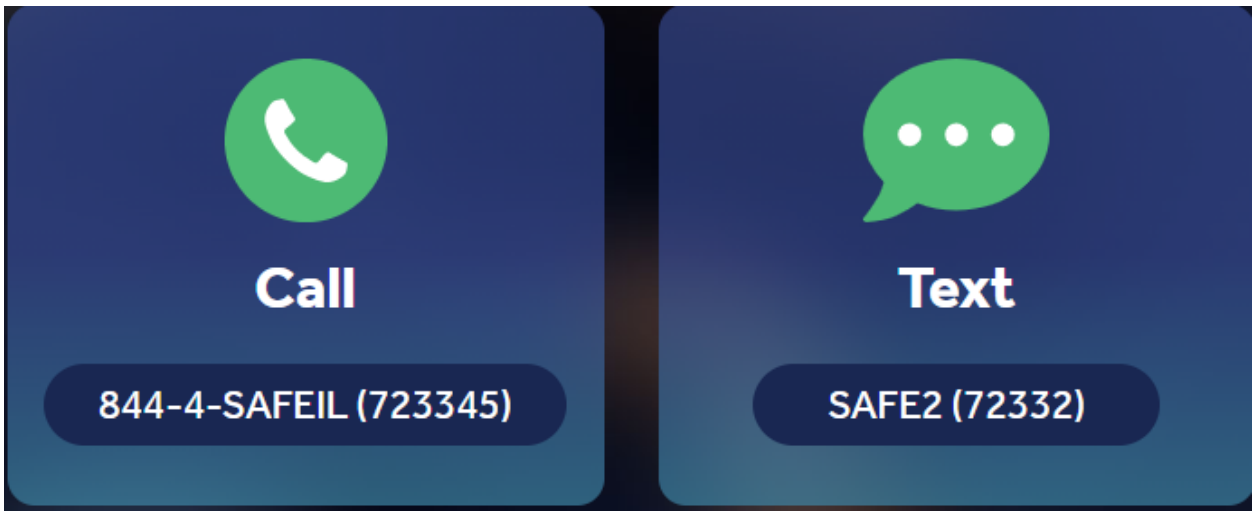
| | | |
|---|---|---|
| ~~Mr. Patrick Podgorski~~ TBD | AP of Student Services | ext. 83~~12~~ |
| ~~Mr. Cambron Culpepper~~ | ~~Asst. Principal of Student Behavior and En~~ | ext. 83~~14~~ |
| Daniel Carpenter | AP of Student Experience | ext. TBD |
| Edgar Pereda | AP of Student Experience | ext. TBD |
| Mrs. Melissa Baumgartner | Nurse | ext. 8321 |
| Mrs. Teresa McMahon | Registrar | ext. 8311 |
| Mrs. Lynette Jastrzebski | Attendance Clerk | (224) 990-7101 |
| Ms. Eliana Toledo | Student Support Services Secretary | ext. 8302 |
| Mr. Brian Melvin | Counselor ~~A-DR & Dual Credit~~ | ext. 8317 |
| Ms. Gina Tauer | Counselor ~~DU-LAV~~ | ext. 8305 |
| Ms. Rachel Ginter | Counselor ~~LEEG – LAW-RY & Life Skills~~ | ext. 8316 |
| Mrs. Megan Marcinec | Counselor ~~SA – Z & ELL~~ | ext. 8315 |
| TBD | Counselor | ext. TBD |
| Mrs. Elizabeth Covington | School Psychologist | ext. 3005 |
| Mr. Trent Lange | Speech Pathologist | ext. 8319 |
| Mrs. Sophia Baier | Social Worker | ext. 3011 |
| Mrs. Cara Bussman | Social Worker | ext. 3008 |
| TBD | Social Worker | ext. TBD |
| DeLena Byanski | ~~ALOP~~ Social Worker | ext. 8453 |

***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.

***Note:*** **National Suicide Prevention Lifeline**
Hours: Available 24 hours. Languages: English, Spanish. Learn more

Beginning immediately the new National Suicide Prevention Lifeline number, similar to how people can call 911 for emergencies, will be 988. All phone service providers are required to connect callers who dial 988. ~~to the lifeline effective July 16, 2022. The existing lifeline uses a 10-digit number, 1.800.273.8255.~~
https://www.safe2helpil.com/




**Local Kane County Suicide Prevention**
https://www.kanehealth.com/suicide-prevention

**National Suicide Prevention Lifeline** – 1-800-273-8255 (24/7); also, 211 is a free, confidential 24/7 referral helpline connecting people to available health and human services. To find a behavioral healthcare provider today, call 211 or text your zip code to 898-211.

**Triangle Team**
The Triangle Team is a team consisting of the high school counselors, MTSS coordinator, and school psychologist. Other team members participate on an as needed basis. Those members include the social worker(s), Assistant Principal for Student Services, school nurse, and one or more teachers. The triangle team exists to identify and assist students at risk due to severe social, emotional, family, mental health, attendance, and/or academic issues. The goal of the triangle team 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 triangle team can be made by any member of the team, a staff member, the student him/herself, a fellow student, and/or a parent.

**Multi-Tiered System of Support (MTSS)**
A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize student success. An MTSS framework supports a data-based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan's effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

## Home and Hospital Instruction (Board Policy 6:150)

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse 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. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

~~A student qualifies for home and hospital instruction when a physician anticipates that the student may be absent due to a medical condition for a total of 10 or more days over the course of the school year. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a written statement from: 1. A physician licensed to practice medicine in all of its branches, 2. A licensed physician assistant or 3. A licensed advanced practice registered nurse. 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, physician assistant or advanced practice registered nurse 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)

School student records are confidential. Information from them shall not be released other than as provided by law, A school student record is any writing or other recorded information concerning a student, and by which a student may be identified individually, that is maintained by a school, or at its direction by a school employee, regardless of how or where the information is stored, except as provided in state or federal law as summarized below:

1. Records ~~that are~~ kept in staff members sole possession.

2. Records maintained by law enforcement officers working in the school.

3. Video and other electronic recordings (including without limitations, 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 18 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to the release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by state or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

**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, military recruiters, district vendors 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 to 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 for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) Special Education rules that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

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 ISBE 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.

See Appendix C for a list of differences in Special Services offered between High School and College.

### 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*:**
Michelle Vaughn, District Homeless Liaison (847) 464-6005

Kane County Homeless Liaison: Jimmy Pawola, 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 B 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.~~

## Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grade 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening is required and an age-appropriate social and emotional screening must be completed for each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

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

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the

student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### Eye Examination

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

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

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

### Dental Examination

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

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

### Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

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

## Homeless Child (Board Policy 6:140)

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

## 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 is submitted for review.
- 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.
- New students who transferred from an IL school and have submitted an ISBE 33-78 form shall have 30 days to provide required documentation.
- A student transferring from out of state must submit a physical and immunization record before the first day of attendance. Out of state reports may be considered for compliance review only when all of the elements of an Illinois physical are included.

## 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 prior to 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, written verification must be submitted by the examining physician, physician assistant or advanced registered practice nurse, stating the reason for exemption and for immunizations, provide a schedule for the administration of the immunization(s).
- Religious Exemption: A student's parent(s)/guardian(s) must present the IDPH's Certificate of Religious Exemption form to the Director of Student Support Services. When a Certificate of Religious Exemption form is presented, the Director of Student Support Services or designee shall immediately inform the parent(s)/guardian(s) or exclusion procedures pursuant to *Board policy 7:280, (Communicable and Chronic Infectious Disease*) and state rules if there is an outbreak of one or more diseases from

~~which the student is not protected. 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 6:140, Education of Homeless Children, governs the enrollment of homeless children.~~

**Privacy Practices (Board Policy 7:15)**

Pursuant to Illinois and federal law, school personnel cannot contact a student's physician, advanced practice nurse, physician assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school 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 an 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. ~~For safety and well-being, parents/guardians must select emergency contacts who are likely to be available to pick up their child in a timely manner, within the hour, if they are unable to do so.~~ *In the event of an emergency, it is imperative that we have contacts that are able to assist their student(s) immediately to ensure their well-being. Please provide contact information for individuals who have the ability to pick up a student in a timely manner.* Students will not be permitted to ride home with fellow students, other than a sibling, in case of an illness or emergency.

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 (2 episodes, unable to manage, blood in stool)
- 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.

**EXEMPTION FROM PHYSICAL EDUCATION (BOARD POLICY 7:260)**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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

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

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

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

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

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

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

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

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

~~Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:~~

~~1. The time of year when the student's participation ceases;~~

~~2. The student's class schedule; and~~

~~3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.~~

**MEDICATION POLICY (BOARD POLICY 7:270)**

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 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~~ the Medication Authorization form (~~SMA~~ MedA 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 Board policy and its implementing procedures.

~~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 **"leftover" "unused"** 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 document the administration.
10. Administration of Medical Cannabis — The Compassionate Use of Medical Cannabis Program Act allows medical cannabis infused products to be administered as designated within the Board policy.

**Administering Medication to Students**

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 and self-administer an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a School Medication Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Illinois Food allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the Federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The 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 including asthma medication or epinephrine injector or medication required under a qualifying plan. 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 injector, asthma medication, and/or a medication required under a qualifying plan.

~~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 1.5 miles or more away from their school of attendance. All students who reside outside of the walking boundaries (greater than 1.5 miles from school) are assigned District 301 transportation to/from school using their home location to designate the bus assignment. If a serious safety hazard exists along the walking route of students who live less than 1 ½ miles from their school of attendance, the District will follow the State of Illinois guidelines.

### 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.

If your child needs to start District 301 transportation, does not require District 301 transportation, or you need to make arrangements for busing to/from an alternate location within your child's attending school boundaries, please complete the Student Transportation Information found in Skyward under the Custom Forms tab. Students are allowed only one inbound bus and only one outbound bus to the same location (Accommodations cannot be made for different buses on different days.). Please allow 2 school days to process any changes to your student's transportation. Transportation will send you an email confirming the changes are approved or denied.

### 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 to 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 the 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 on 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.
15. If the students' homebound bus is at the High School at dismissal, the student must board their homebound bus and not another transfer 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.

### Late Academic Bus

Any student that does not sign up for the Late Academic Bus prior to the scheduled cut off time will be denied transportation, unless approved by both the school administration and Transportation.

### 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 7:00 am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WGN (720 AM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). The school may also utilize Parent Square via text, phone call 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.

### 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. 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.
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.

## ~~Updated~~ Payment Procedures:

In order to provide the safest, contactless transition for payments, Central 301 Food Service Departments district-wide are cashless. All lunch payments must be updated through our online payment system, MySchoolBucks (Heartland Payment Systems).

- Cashiers will not accept cash or checks at the Point-of-Sale cashier stations
- Setting up a free MySchoolBucks account is easy. Links can be found under the **For Parents tab>Lunch Information** on the district website. To set up an account you will need your students name and ID number. Funds can be added using your credit/debit card or electronic check.
- Some features with MySchoolBucks are:
  - ❏ Easy way to add funds with auto replenish options available
  - ❏ View cafeteria purchases
  - ❏ Check your student's account balance
  - ❏ Receive low balance alerts depending on your preferences setup

MySchool Bucks now offers **OnePay,** an annual savings pass offering more convenience and savings with reduced program fees. OnePay is a discounted fee payment program for students' lunch accounts. OnePay allows parents/guardians to pay transaction fees upfront from their checking accounts (electronic check, not available for credit cards) with unlimited lunch account payments for 12 months. Parents/Guardians can make as many lunch account payments as they want, in any amount.

### How will OnePay benefit families?

When funds are put on students accounts monthly, you will pay 9 times per year = $22.41 in program fees. OnePay offers the choice of 2 transaction fee payment packages:

- ❏ A single student - you will pay $12.95/year or
- ❏ A daily plan for $26.95/year

Both packages provide great value for large families and those who fund their accounts frequently.

### How does OnePay work?

- ❏ To take advantage of OnePay, parents/guardians must use their checking account for payment of their transaction fees.
- ❏ Parents/Guardians select the OnePay option suitable for their family (Student or Family Plan) and pay the set amount.
- ❏ Once this is paid, parents/guardians will not have to pay another transaction fee on their lunch account for 12 months.

If you need assistance with your account, you can find helpful how-to-videos and answers to commonly asked questions by visiting myschoolbucks.com. You can contact MySchoolBucks directly by logging into your account to start a chat conversation or call them at (855)832-5226.

### Negative Lunch Balance

Central 301 School's Food Service Department is committed to serving lunches to all students. Due to varied circumstances, student's lunch account, they will still receive the Value Meal of the Day. Ala Carte snacks (chips, cookies, ice cream, fruit juice, water, etc." cannot be charged. Students must have money in their lunch account to purchase ala carte snack items. The

negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. Once lunches have been served without money in the lunch account, it is the parent's responsibility to respond to the negative balance email by depositing money in the student's lunch account in www.myschoolbucks.com. If negative lunch balances are not paid by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid.

### Free/Reduced Meal Applications

A student's eligibility for free or reduced priced meals shall be determined by Family Size / Income Guidelines set annually by the U.S. and Department of Agriculture and distributed by the Illinois State Board of Education. The Free/Reduced Application can be found at www.MyschoolApps.com. Parents/Guardians may access the Free/Reduced Application link after July 1st of each new school year. The application link can be found on the Food Service website in the Lunch Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link, read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students and all people living in the household must be added to the application. You will need the student ID number for each student on the application. Your application must be complete before you click "submit". A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

### Refund or Transfer Lunch Account Money

For families requesting a refund from their child(ren) lunch account or transfer lunch money from one student to another, go to the Food Service Website > click on "Lunch Information" section. On the next page, locate Refund or Transfer Lunch Account Money – click on the link. Read the instructions carefully. Follow the instructions provided in each section.

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.

**~~2022-2023~~ 2023-2024 LUNCH PRICES**

| | |
|---|---|
| Student Paid Lunch Price - | $3.20 |
| Reduced Lunch Price - | $0.40 |
| Milk - | $0.40 |
| Adult/Teacher Lunch Price - | $3.75 |

## Electronic Devices (Board Policy 6:235)

### Access to the District's Electronic Networks

Electronic networks~~, including the Internet, is~~ are a part of the District's instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the electronic network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks (1) shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) shall comply with the selection criteria for instructional materials and library resource center materials. As required by federal and state law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan and any administrative procedures, rules, and other terms and conditions of electronic network use, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### 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. Fundraising for outside organizations will not be permitted during the school day.

## Hall Passes

Students may be in the hallways during class only with a proper Smartpass. ~~This pass must include: student's name, date, time, destination, and teacher signature. Alternative passes may be issued by the teacher.~~ Students who are on incentive or in blended courses must go to the commons, library, or obtain a smartpass to be in an alternate classroom.

## 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/ Search and Seizure (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 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.

District officials may request the assistance of law enforcement officials for the 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 Door 8 ~~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 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~~. Students are required to keep their backpacks in the school supplied locker. Students may carry a small bag or purse as long as it does not disrupt the learning environment or pose a safety threat. Purses or a small bag must be able to fit into an 8"x12"x5" box~~. 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.

## 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 have a cumulative GPA of 2.5 or higher. Applications will be sent out to all eligible seniors and junior students using school issued email before the start of the school year. Eligible seniors will have the first opportunity to purchase a parking permit. One week later eligible juniors will have an opportunity to purchase a parking permit. All parking permits are sold and processed in the order of application with completed documentation. Sophomores will not be offered or allowed to drive to school.

**Any student who falls below the GPA needed to maintain his/her parking permit may lose their 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 the 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, bandanas, handkerchiefs, and other head coverings (unless exempt due to religion), as well as dark glasses, shall 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.
    e. Chains are not to be brought to school. This includes chains on wallets, choker chains, etc.

~~Students may carry a small bag or purse as long as it does not disrupt the learning environment or pose a safety threat. Purses or a small bag must be able to fit into an 8"x12"x5" box.~~

2. PE uniforms may NOT be altered in any way (for example, cut-off sleeves or shortening of shorts).
3. 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.

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 high school will lend the student a uniform from the physical education department.

## 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.
- Wear a visitor name tag.
- Provide a reason for their visit.

NOTE: During school hours (7:00am – 3:05pm) access to the building will be limited. Students are not permitted to allow anyone from the outside to enter the building. Former CHS students

will not be permitted to visit teachers during school hours, unless prior permission has been granted.

## Attendance and Truancy (Board Policy 7:70)

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

Parents/Guardians and students should be aware of and follow these 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. The note can be scanned and emailed to the attendance secretary or turned in at the main office.

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 Assistant Principal for Student Behavior and Environment.~~ one of the Assistant Principals for Student Experience.

### 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 pick up the student at Door 8. 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 8.

**Tech Prep or Middle College:**
Students who leave school early to participate in the work program should leave the building after their last academic class, unless given prior permission from Administration. All students participating in the Tech Prep or Middle College programs are required to check out with the dean assistant at Door 8 prior to leaving the school. Attendance issues related to this program will be addressed on an individual basis.

**Regional Pathway Students:**
Students enrolled in classes through Regional Pathways are responsible for attending those classes and are expected to attend class daily. All students participating in the Regional Pathway program shall sign in upon arrival to Central High School with the dean assistant at Door 8. 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 ~~(continued on next page…)~~
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 6+ school 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 DURING ABSENCES section.

### 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 (10 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 8:~~08~~13am 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 7:58am and 8:13am will be marked tardy to 1st period. On the 4th tardy 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 section 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 available on the CHS website. ~~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 a final semester exam if given. 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

### Advanced Placement (AP):

1. AP courses approved by the College Board will be given weighted credit. Additionally, honors courses designated in the course catalog 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 periods 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 |

Transfer Credits:

2. 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~~ Student Recognition**

CHS will track both weighted and unweighted 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 will not be printed on transcripts. 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 freshman year, not at the end of first semester.~~

Graduating students will be recognized by top percentages; top 5%, 10% and 15% at the end of seven semesters. The Valedictorian and Salutatorian will be recognized in the top 5%.

**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 catalog.
2. The course must be repeated prior to the student taking any course for which it is a prerequisite.
3. When repeating a course, the student's previous course grade will not be replaced

**Summative Assessment**

1. All students must take Summative Assessments 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 assessment time.

## Graduation Requirements

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

### Minimum Credits

**4.0 English**
**3.0 Math**
**2.0 Science**
**2.5 Social Sciences**
**0.5 Humanities (Fine Arts/Foreign Language/Career Tech Education)**
**0.5 Personal Finance/Economics/Incubator**
**3.5 Wellness (Driver's Ed does not apply)**
**0.5 Health**
**4-6 Elective**
~~**4.0 PE (unless on a waiver) and Health**~~
~~**1.0 Elective (art, music, foreign language, or vocational education) and Consumer Education**~~

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

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

### Credits required by year of graduation:

~~22.5 credits for Seniors (2023)~~
21.5 credits for ~~Juniors~~ Seniors (2024)
20.5 credits for ~~Sophomores~~ Juniors, Sophomores and Freshmen (2025-2027)
~~20.5 credits for Freshmen (2026)~~

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

### Participation In the Graduation Ceremony Policy

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

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

### Early Graduation (Board Policy 6:300)

1. A request for early graduation must be approved by the student's parents/guardians and Administration.

2. Students requesting early graduation must have the Early Graduation form completed and turned in to their
assigned counselor by January 1 of their Junior Year. All correspondence work must be completed and final grades must be reported to the school by December 1 of Senior Year. If coursework is not completed by that date, the student will be ineligible for early graduation.
3. All school fines, fees, and materials must be paid and returned by the student's last day of school.
4. The student must have met all graduation requirements of Central High School and District requirements for early graduation.
5. 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.
6. Seniors graduating early will be permitted to participate in graduation events, provided they are in accordance with the District's graduation policy.

~~Students must complete 7 semesters of high school.~~
~~A request for early graduation must be approved by the student's parents/guardians and Administration.~~
~~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.~~
~~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.~~
~~All school fines, fees, and materials must be paid and returned by the student's last day of school.~~
~~The student must have met all graduation requirements of Central High School and District requirements for early graduation.~~
~~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.~~
~~Seniors graduating early will be permitted to participate in graduation events, provided they are in accordance with the District's graduation policy.~~

## Correspondence / Online Classes

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

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

~~4. All students are required to take the final exam for the correspondence or online course.~~

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 to the following conditions:

1. Courses must have prior approval of the school counselor and Assistant Principal of College and Career Readiness, see below to see situations that have been previously approved):
    a. Credit Recovery
    b. Early Graduation
    c. AP course that CHS does not offer
    d. Schedule Conflict
    e. Student has taken all class offerings in a specific subject at CHS
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.

## 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.~~

High School course selection is an important process, which requires planning and decision making from all parties involved: students, parents, counselors, teachers and administrators. Students are given ample time to choose their courses during the course selection process. Upon the completion of this process, the school's Master Schedule is built upon these choices and staffing is completed. Financial constraints, space issues and time requirements do not always allow flexibility to grant requests to change courses.

1. 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 10 days after the semester has begun will not be permitted.
2. If a course is dropped before that 10 day window, no entry is made on the transcript/permanent record that the student was enrolled.
3. If the course is dropped after the 10 day drop window, the course is recorded as a "W" for Withdrawn or "F" for Withdrawal Fail, depending on the circumstances and approval from Administration.
4. Students may access a copy of their schedule during the summer by using Skyward.
5. Schedule changes will not be permitted for specific lunch, AA or PE Periods, or to arrange a student's schedule in a particular order.

It is Central's practice that students select courses, not instructors. However, there are times when a change of teacher might be necessary. Those extenuating circumstances will be considered providing:

1. The School Counselor receives a written or emailed request from the parent/guardian indicating either the student or sibling had the teacher for a class previously and the reason they are requesting a different teacher. The Department Chair and Assistant Principal of Student Services will review the request as well.
2. The request is made prior to the start of the semester.
3. There is space available in another teacher's class.

Requests to change a teacher might be made at other times throughout the year based on other circumstances. Those requests will be heard by the counselor, department chair and assistant principal.

## ~~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 Cum Laude if they have earned at least a 3.40 G.P.A for their high school work. Students will graduate with high honors Magna Cum Laude if they have earned at least a 3.8 G.P.A. for their high school work. Students will graduate Summa Cum Laude if they have earned a 4.0 G.P.A. or higher for their high school work.~~

## 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. 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 CCUSD 301 ~~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 marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under Ashley's Law).

    b. Any anabolic steroid unless it is being administered in accordance with a physician 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 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 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 unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law.*

    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.~~ Using a cellular telephone, video recording device, smartwatch, 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer ~~or cell phone flashlight~~ unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, ~~sexual harassment,~~ public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive:

a. expression of gender or sexual orientation or preference, or
b. display of affection during non-instructional time.

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

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 Superintendent 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; slurs surrounding race, religion, sexual orientation, or disability, 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. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. ~~In-school suspension.~~ Alternative Learning Environment. The building principal or designee shall ensure that the student is properly supervised.
7. 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 must be used. The student must be supervised by the detaining teacher or the building principal or designee.
8. 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.
9. Seizure of contraband; confiscation and temporary retention of personal property that

was used to violate this policy or school disciplinary rules.

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

11. 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.

12. 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 may also ~~shall~~ be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under state law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. 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 theater, 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, Ill. Dept. of 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 or 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 or Assistant Principal 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.

## 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 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)

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.

## Prevention of and Response to Bullying, Intimidation, and Harassment (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

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.

*Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidations, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.*

**Cyber-bullying**
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**
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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

**School Personnel**
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 deans assistants.

**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 Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, AP for Student Experience, a 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 named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Nondiscrimination Coordinator**:
Dr. Matthew Haug
275 South St., Box 396,
Burlington, IL 60109
matthew.haug@central301.net
847-464-6005

**Complaint Managers:**

Taylor Ruiz
275 South St., Box 396,
Burlington, IL 60109
taylor.ruiz@central301.net
847-464-6005

Shayne Birkmeier
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~~**Uniform Grievance Procedure (Board Policy 2:260)**~~

~~A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the state or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:~~

1. ~~Title II of the Americans with Disabilities Act, 42U.S.C.§12101 et seq.~~
2. ~~Title IX of the Education Amendments of 1972, 20 U.S.C.§1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure~~
3. ~~Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.~~
4. ~~Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.~~
5. ~~Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.~~
6. ~~Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure.~~
7. ~~Breastfeeding accommodations for students, 105 ILCS 5/10-20.60~~
8. ~~Bullying, 105 ILCS 5/27-23.7~~
9. ~~Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children~~
10. ~~Curriculum, instructional materials, and/or programs~~
11. ~~Victims' Economic Security and Safety Act, 820 ILCS 180/~~
12. ~~Illinois Equal Pay Act of 2003, 820 ILCS 112/~~
13. ~~Provision of services to homeless students~~
14. ~~Illinois Whistleblower Act, 740 ILCS 174/~~

15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

**Right to Pursue Other Remedies Not Impaired**

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

**Deadlines**

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the District's main office is open.

**Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, Workplace Harassment Prohibited, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

**Exhibit – Title IX Sexual Harassment Glossary of Terms**

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, Title IX Sexual Harassment Grievance Procedure, implemented by administrative procedures 2:265-AP1, Title IX Sexual Harassment Response, and 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process.

## Glossary of Terms

### Actual Knowledge

Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District's Title IX Coordinator. Assumption of knowledge based solely on the District's status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. Notice as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

### Appellate Decision-Maker

An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker's determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

### Complainant

An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

### Consent

Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

> Note: 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that "recipients must clearly define consent and must apply that definition consistently." 85 Fed. Reg. 30125. Consult the Board Attorney if the District would like to customize this definition.

**Education Program or Activity**

Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

Note: Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District's Title IX obligations extend to off-campus sexual harassment incidents "if the off-campus incident occurs as part of the [district]'s 'operations' pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)" or if the District "exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a)." 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised substantial control or whether an incident occurred as part of the District's operations. Id. at 30197. Operations may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District's operations. Id. at 30202. Consult the Board Attorney for further guidance.

**Formal Title IX Sexual Harassment Complaint**

A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District's education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

Note: Whether a Complainant is attempting to participate is a fact specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. Consult the Board Attorney for further guidance.

**Initial Decision-Maker**

An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Investigator**

The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a Formal Title IX Sexual Harassment Complaint (defined above) according to 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

**Respondent**

An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

## Supportive Measures

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

## Sexual Harassment Governed by Laws Other Than Title IX

The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5 ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e et seq.).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, Title IX Sexual Harassment Grievance Procedure:

- 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, Workplace Harassment Prohibited. This policy prohibits employees from engaging in sexual harassment.
- 5:90, Abused and Neglected Child Reporting. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.
- 5:120, Employee Ethics; Conduct; and Conflict of Interest. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, Harassment of Students Prohibited. This policy prohibits all sexual harassment of students.
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.

- 7:185, Teen Dating Violence Prohibited. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7:190, Student Behavior. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

## Title IX Sexual Harassment

Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Sexual assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see www.fbi.gov/services/cjis/ucr/.

Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).

Domestic violence includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

## Administrative Procedure – Formal Title IX Sexual Harassment Complaint Grievance Process

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX Sexual Harassment Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, in conjunction with this procedure.

This procedure contains a **Table of Contents** and lettered **Sections**.

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B. Notice of Allegations
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G. Determination Regarding Responsibility; Remedies
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## A. Overview of 34 C.F.R. §106.45 Grievance Process

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.
4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a

party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).

8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

   Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:

   a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and

   b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

   Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

   Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

## B. Notice of Allegations

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:

   a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.

   b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.

c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.

d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.

f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.

2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.

3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. Id. at f/n 594.

When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

## C. Consolidation of Formal Title IX Sexual Harassment Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

## D. Dismissal of Formal Title IX Sexual Harassment Complaint

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with

regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

## E. Informal Resolution of Formal Title IX Sexual Harassment Complaint

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:
   a. The allegations;
   b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
   c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## F. Investigation of Formal Title IX Sexual Harassment Complaint

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

| Actor | Action |
|---|---|
| Investigator or Title IX Coordinator | During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)):<br>1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i). |

| ~~Actor~~ | ~~Action~~ |
|---|---|
| | ~~2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii).~~<br>~~3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii).~~<br>~~4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv).~~<br>~~5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v).~~<br>~~6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi).~~<br>~~7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. Id.~~<br>~~8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy.~~<br>~~Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).~~<br>~~Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. Id.~~<br>~~**Note:** This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility. Id.~~<br>~~At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy:~~<br>~~1. The Formal Title IX Sexual Harassment Complaint;~~<br>~~2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's~~ |

| ~~Actor~~ | ~~Action~~ |
|---|---|
| | ~~allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and~~<br>~~3. The investigative report.~~ |

## ~~G. Determination Regarding Responsibility; Remedies~~

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|---|---|
| ~~Initial Decision-Maker~~ | ~~The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker.~~<br>~~**Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions**~~<br>~~Reviews all materials received from the Investigator.~~<br>~~Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that:~~<br>~~1. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Id.~~<br>~~2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days.~~<br>~~Reviews any questions received from each party for submission to any party or witness.~~<br>~~Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. Id.~~<br>~~Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.~~<br>~~Upon receipt of answers to questions, provides each party with copies of them. Id.~~<br>~~Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. Id. Informs the parties that any questions must be~~ |

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| | submitted to the Initial Decision-Maker within five (5) school business days.<br>Upon receipt of answers to the additional questions, provides each party with copies of them. Id.<br>**Determination and Written Notice of Determination**<br>Basing all decisions on the *preponderance of evidence* standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)):<br>1. Identifies the allegations potentially constituting Title IX sexual harassment;<br>2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;<br>3. Contains findings of fact supporting the determination;<br>4. Contains conclusions regarding the application of the District's policies and procedures to the facts;<br>5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and<br>6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal. |
| Title IX Coordinator | Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv). |

## H. Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

| Actor | Action |
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| Complainant or Respondent | Within 10 school business days after receiving the either the Initial Decision-Maker's written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on:<br>1. Procedural irregularity that affected the outcome. |

| Actor | Action |
|---|---|
| | 2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination.<br>3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i).<br>**Note:** The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process. |
| Title IX Coordinator | Upon receiving an appeal from one party:<br>1. Notifies the other party in writing that an appeal has been filed.<br>2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome.<br>3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker.<br>**Note:** The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, *Uniform Grievance Procedure*, and with Ill. State Board of Education sex equity regulations requiring districts to "provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40(c)(1). **If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.**<br>**Note:** Some school attorneys recommend that the appeal not go to the Board, so that the Board's objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. **Districts should discuss their options with their board attorney.** |

| Actor | Action |
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| Appellate Decision Maker | Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal.<br>Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F). |

**I. Recordkeeping**

| Actor | Action |
|---|---|
| Title IX Coordinator | Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)):<br>1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District's education program or activity;<br>2. Any appeal and its result;<br>3. Any informal resolution and its result; and<br>4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution.<br>See 5:150, *Personnel Records*, and 5:150-AP, *Personnel Records*, addressing the identification, storage, and access to personnel records.<br>See 7:340, *Student Records*, along with 7:340-AP1, *School Student Records*, and 7:340-AP2, *Storage and Destruction of School Student Records*, addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records. |

**TITLE IX SEXUAL HARASSMENT POLICY** – It is the policy of the District to maintain an environment for learning and working that is free from Title IX sexual harassment, as defined herein, and such conduct is prohibited. It is also the policy of the District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Additionally, the District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. Inquiries regarding the application of Title IX to the District may be referred to the Title IX

Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

**The District's Title IX Coordinator and Complaint Manger is:**

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

Matthew Haug, Executive Director for Human Resources
CCUSD 301, 275 South St. P.O. Box 396, Burlington, IL 60109
matthew.haug@central301.net

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.

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.

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.

A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to

and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes determining any consequences or other appropriate remedial actions.

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.

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), and must also be provided periodically throughout the school year to students and faculty.

Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. 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. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

The Superintendent or designee shall fully implement 2:260, including without limitation, the following:

f. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
g. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
h. 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.
i. 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.

j. 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).

k. 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.

l. 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.

m. 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 readmitted 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 Guest 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 *https://wearecentral.net/*, and in the CHS Code of Conduct. To register go to https://ccusd301-ar.rschooltoday.com/.

## 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 *https://wearecentral.net/*. Please contact the Athletic & Activities Director or school nurse with any questions regarding concussions or the District's concussion management program.

# Appendix A – Student Device Handbook

As part of its commitment to integrating technology into the curriculum, the Board of Education of Central Community Unit School District No. 301 has purchased Devices and their related accessories for students' individual use. Each student will be loaned a Device while attending Central 301. In order for a student to be loaned a Device, you and your child must read, sign, and return the attached Acknowledgement to your school's main office. This Handbook is valid for the years the student is loaned the Device. A new Handbook will be provided during registration and a new Acknowledgement must be signed and returned for each school year.

Students in Kindergarten and Grade 1 will be loaned a Device only for use in school; these students will not take their Devices home. Students in Grades 2-12 will be loaned a Device for use at school and at home and must bring it to school every day, just like a textbook. Access to the technology resources of the District is a privilege and not an entitlement or right, and you and your child are responsible for the appropriate care, handling, and use of the Device as outlined in this Handbook.

If the District changes this Handbook at any time during the year, the District will notify you of the change(s).

## A. Using the Device

1. **Acceptable Use of Device.** Your child's use of the Device, whether at home or at school, is to be for educational purposes consistent with the curricular goals of the District and with Board of Education policies. Your child may not use (or allow others to use) the Device loaned to him/her in a way that violates the Board's policy on acceptable use of its electronic network (Board Policy 6:235, *Access to the District's Electronic Network*). By using the Device, you and your child agree to abide by Board Policies 6:235, *Access to the District's Electronic Network*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:190, *Student Behavior*; as well as all other applicable policies and their corresponding administrative procedures and the guidelines in this Handbook. Violation of any of these policies, administrative procedures, or guidelines could result in your child's loss of the privilege of using the Device; discipline, up to and including suspension or expulsion; and referral to law enforcement.

2. **Using the Device.** All students are provided a District account, including a username and password. Students must use that account when logging on to the Device.

    a. **Using the Device at School.** Unless otherwise instructed, the Device is intended for use at school every day. If your child is permitted to use the Device at home, he/she is responsible for bringing it to school every day,

fully charged. The District is not responsible for providing your child a loaner Device in the event he/she forgets the Device.

b. **Using the Device Outside the District.** In the event your child uses the Device at home or elsewhere outside the District, he/she is bound by the same policies, procedures, and guidelines as at school.

    i. **Parent Responsibility for Supervision Outside the District.** The District's filters will run on your child's Device outside of school. However, the District is not responsible for supervising students' use of the Device and Internet activity outside of school. While your child is using the Device assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use.

    ii. **Technical Support Outside the District.** The District cannot guarantee the Device will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not the responsibility of the District. Any configuration applied to the Device that impairs its performance in school may be removed by District staff.

3. **Email Accounts.** All students are issued a District email address through Google's Gmail service. These accounts will have restricted access as determined by the District. Students in Kindergarten through Grade 8 will only be able to send emails to and receive emails from District staff, students, and approved educational systems. Students in Grades 9-12 will be able to send emails to and receive emails from District staff, students, and approved domains.

4. Every email sent and received from a District email account, whether at home or school, goes through filtering software. The District makes every effort to block content that may be obscene, pornographic, or otherwise harmful or inappropriate in the school setting. However, the District cannot guarantee that every objectionable material will be filtered. If your child receives an inappropriate email, your child should report it immediately to an adult and forward it to their building administration team.

5. **Accessories.** The District will provide either a mandatory carrying case or always on case necessary for the protection of the Device. The decision whether to purchase additional accessories (such as a wireless mouse, extra charger, keyboard, stylus, etc.) for the device rests with you and your child. As with any personal property brought to school, the District reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the District cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.

6. **Caring for the Device.** The Device assigned to your child remains the property of the District and must be maintained appropriately. In addition to the manufacturer's instructions included with the Device, if any, your child must care for the Device as follows:

    **a.** Only use a clean, soft cloth to clean the device's screen; don't use cleansers of any type.

    **b.** Insert and remove cords and cables carefully to prevent damage to connectors.

    **c.** Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Device in a manner that would detract from the educational environment in the classroom. You may personalize the Device by setting the wallpaper or background, but only with appropriate images.

    **d.** Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the Device.

    **e.** Don't leave the Device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.

    **f.** Keep food and beverages away from the Device.

    **g.** Make sure the Device is secure when it is out of your child's sight. Don't leave it in an unlocked locker, desk, or other location where someone might take it.

    **h.** Your child was provided a protective carrying case with the Device; use it.

    **i.** Your child's Device will have a District-provided asset tag to identify it. This number also might be marked in the case your child was provided. Write this number down so you can identify the Device.

## B. Responsibilities of Students and Parents

1. **Technology Fee.** In order for your student to be loaned a Device consistent with the handbook, you must pay a technology fee of $50 each school year.

2. **Parents' Responsibility for Child's Compliance.** You agree to monitor and supervise your child's use of the Device outside of school and to make every effort to ensure your child's compliance with the obligations and responsibilities described in this handbook and in all applicable Board Policies related to their use of the Device.

3. **Returning of the Device.** The Device is the property of the District while the Device is loaned to the student.

    **a.** Kindergarten devices, unless instructed otherwise, will remain in the school and the District will make sure they are in their 1st grade classroom for the start of the next school year.

    **b.** For students in Grades 1-11, unless instructed otherwise, Devices and any related accessories may be taken home over the summer. However, the rules outlined in this Handbook remain in effect during the summer.

    **c.** If, at the end of the Device loan period, your child's technology fee has been paid in full, you will own your child's Device. The District's technical support staff will reset the Device to factory settings, and all District filters and software will be removed.

4. **Student Leaves the District.** If a student leaves the District, the family will need to inform the school office of their intentions for the Device. If we do not hear from the family and the Device is not in the school's possession, the Device will be automatically locked out.

    **a.** The technology fee ($50 per year) covers a little less than half the annual cost of the Device. The District picks up the remainder of the cost at a little over $50 per year. As a result of this fee, the family will own the Device after two or three years of use in the District based on their rotation. If a student leaves the District early and wants to keep the Device they will need to pay the remainder of the technology and District costs at $100 per year of expected use.

    **b.** If you leave during the last semester your Device is expected to be used and all of your family fees are paid, the Device is yours to keep.

    **c.** If your child fails to return the Device and any related accessories or you do not purchase it, the District may, in addition to seeking reimbursement from you, file a report with local law enforcement.

## C. Device Data And Software

1. **Managing Your Files and Saving Your Work.** Work done on a Device is typically saved to Internet-based storage space (i.e., the "cloud"). It is your child's responsibility to make sure his/her work is not lost due to a failure or loss of the Device.

2. **Personal Content on the Device.** Your child should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the Device potentially could be subject to access by third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting. It is your child's responsibility to back up all personal content stored on the Device, if any.

3. **Device Data as District Records.** Data saved to the Device or to the cloud via the Device are not maintained by the District as public records or as student records. In the event data stored on a Device or stored in the cloud via a Device needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

4. **District-Required Software.** The District will provide any software/apps required to use the Device for school purposes. This software may not be removed. The District may update, add, or remove software at any time for any reason, without prior notice.

5. **Prohibited "Jailbreaking."** "Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Device voids the manufacturer's warranty and is a violation of this handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this handbook.

6. **Personal Software.** Your child is not permitted to install additional software or apps on the Device.

7. **Compliance with Copyrights.** In using the Device, your child must follow the Board Policy 5:170, *Copyright*, governing use of copyrighted material and applicable copyright law.

8. **No Expectation of Privacy.** There is no expectation of privacy for any communication made using the Device or for any content created, accessed, or stored on the Device. The District reserves the right to inspect the Device and its contents at any time and for any reason.

## D. Repair of, Loss of, or Damage to Device

### 1. Technical Support & Device Loaners.

**a.** During the school year, if your child's Device is not functioning properly, students in Kindergarten through Grade 5 should alert his/her teacher, and students in Grades 6-12 should bring the Device to the LMC. If necessary, a technical support employee of the District will assess the Device and attempt to correct any problems with it. In all grades, students will be issued a loaner Device, if available, while this student's Device is being repaired. The loaner Device should be treated the same as the student's Device as set forth in this Handbook.

**b.** During the summer, if your child's Device is not functioning properly, the District will provide technical support at specified times and District buildings. This information will be available on the District's website or may be obtained by contacting the District office.

2. **Loss of or Damage to Device.** If your child's Device is lost or damaged, you or your child must report it immediately to your school's main office. If you believe your child's Device requires repair, you must notify the designated technical support person in your child's school. You and your child are responsible for cooperating with the District in the recovery, repair, or replacement of your child's Device.

3. **Responsibility for Lost or Damaged Device.** In the event your child's Device is lost or damaged, you will be responsible for replacement or repairs as follows:

**a.** If the District determines that the damage is the result of an equipment failure covered by a warranty, the warranty will apply with no further action required.

**b.** If the damage is the result of a student's negligence or intentional destruction, or if the Device is lost, you will be required to pay in full for the repair or replacement of the equipment.

4. **Accidental Damage.** The District purchases an accidental damage policy with each Device. This covers one (1) accidental damage per Device per school year while the Device is used in the District.

## E. Waiver and Indemnification

1. **Waiver of Device-Related Claims.** By signing the "Device Acknowledgement" below, you acknowledge that you and your child have read, understand, and agree to follow all guidelines and policies outlined or referenced in this handbook and agree to be bound by this handbook. You also agree and represent that the Device (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order consistent with this handbook. **By signing this handbook, you waive any and all claims you or your child (and each of your respective heirs, successors, and assigns) may have against Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Device or this handbook.**

2. **Indemnification for Device-Related Claims. To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any District Device issued to your child.**

# Appendix B – 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.<br>Hoffman Estates, IL | (847) 882-1600<br>(800) 432-5005 |
| Provena St. Joseph Hospital | 77 Airlite Street Elgin, IL | (847) 695-3200 |
| Northwest Community Hospital | 800 W. Central Road<br>Arlington Heights, IL | (847) 618-1000 |
| Linden Oaks Hospital | 801 S. Washington<br>Naperville, IL | (630) 305-5500 |
| Rosecrance | 1021 N. Mulford Road<br>Rockford, IL | (800) 383-5351 |
| F.A.I.R. | 2010 E. Algonquin Road<br>Schaumburg, IL | (847) 356-5192 |
| Breaking Free | 250 W. Downer Place<br>Aurora, IL | (630) 355-2585 |

### Behavioral Health Hospitals

| | | |
|---|---|---|
| Alexian Brothers Behavioral Health Hospital | 1650 Moon Lake Blvd.<br>Hoffman Estates, IL | (800) 432-5005 |
| Linden Oaks Hospital at Edwards | 801 S. Washington<br>Naperville, IL | (630) 305-5500 |
| Provena St. Joseph Hospital | 77 Airlite Street Elgin, IL | (847) 695-3200 |
| Northwest Community Hospital | 800 W. Central Road<br>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<br>Geneva, IL | (630) 232-1073 |
| 24-hour Hotline Numbers | Depression Hotline<br>National Crisis Lines | (630) 482-9696<br>(800) 784-2433<br>(800) 273-8255 |
| Suicide Prevention Services | 528 S. Batavia Ave (Rte. 31)<br>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<br>*takes Medicaid & a variety of insurance plans* | 1120 Randall Court<br>Geneva, IL | 630-232-1070 |
| Cadence Behavioral Health (Northwestern Medicine) - St Charles<br>*appointment required, takes Medicaid* | 964 N 5th Ave<br>St Charles, IL | 630-933-4000 |
| Cadence Behavioral Health (Northwestern Medicine) - Winfield<br>*appointment required, takes Medicaid* | 27W350 High Lake Rd<br>Winfield, IL | 630-933-4000 |
| Alexian Brothers Behavioral Health Hospital | 1650 Moon Lake Blvd<br>Hoffman Estates, IL | 800-432-5005 |
| Streamwood Behavioral Health | 1400 East Irving Park Rd<br>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<br>Elgin IL | 847-695-3680 |

**Community Agencies**

| | | |
|---|---|---|
| Heartland Counseling | 40W131 Campton Crossings Dr<br>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<br>(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**

| | | |
|---|---|---|
| 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 |

# Appendix C – College Disability Services

## DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE DISABILITY SERVICES

There is no Special Education at the college level. Educational rights covered by IDEA (Individuals with Disabilities Act) do not apply to postsecondary education. Colleges must comply with ADA (Americans with Disabilities Act), Section 504 of the Rehabilitation Act and the civil Rights Restoration Act. College students have civil rights, but no "education" rights.

Postsecondary institutions are **required** to:

- *Make all programs and services physically accessible to all students*
- *Provide auxiliary aids, notetakers, and appropriate equipment to ensure the participation of students with disabilities in college classes and activities*
- *Accommodate the academic participation of qualified students with disabilities in college classes and activities*

**ECC Disability Services office**
847-214-7417
Pietrina Probst, Director of ADA and Student Disabilities Services

Postsecondary institutions are **not required** to:

- *Provide specific auxiliary aids as long as the college provides a method of assistance that allows equal opportunity*
- *Provide academic modifications if these modifications would fundamentally alter the nature of the course or program or place undue burden on the institution*
- *Lower admission criteria for applicants with disabilities*
- *Diagnose a disability or conduct testing and assessment of learning difficulties, physical, or mental impairments*
- *Provide personal attendants*
- *Provide personal or private tutors*
- *Prepare "Individualized Education Programs" (IEP's)*

| Differences in Policies and Procedures | |
|---|---|
| **High School** | **College** |
| • The school is responsible for identifying students with disabilities | • The student must self identify or disclose his/her disability |
| • The school must provide the assessment of disability, classify disability, and involve parents | • The student must provide documentation of his/her disability to the designated office |
| • School staff will discuss academic progress with parents or legal guardians | • The student is considered an adult with privacy and confidentiality protections. Staff cannot talk with parents or legal guardians about the student's academic progress |
| • The school must develop an Individualized Educational Program | • The student must request specific accommodations and provide supporting evidence through documentation |
| • The school must provide a free and appropriate education including modified program and appropriate related services | • The student must act as independent adults to activate and obtain accommodations and structure weekly schedules |
| • The school must coordinate the provision of all services, monitor progress, and evaluate results | • The college must provide reasonable accommodations for students who qualify |

| Differences in Courses | |
|---|---|
| **High School** | **College** |
| • Class attendance is mandatory and monitored carefully | • Students are expected to follow the instructors attendance policy as stated in the syllabus |
| • Teachers will usually approach students who are having academic difficulties | • Students are responsible to ask the instructor for help |
| • Teachers remind students of assignment due dates | • Students are responsible for keeping track of their projects, assignments, and tests dates |
| • Teachers will provide students with missed information when they are absent | • Students must approach their instructors for information they missed when absent |
| • Teachers many times will provide extra credit assignments to help students raise their grades | • Extra credit assignments are not usually given |
| • Make up tests are usually available | • Make up tests may not be an option |
| • Teachers present information to help the student understand the textbook | • Instructors may not follow the textbook, but lectures enhance the topic |

| Differences in Accommodations | |
|---|---|
| **High School** | **College** |
| • Services include individually designed instruction, modifications, and accommodations based on the IEP | • Reasonable accommodations may be made to provide equal access and participation |
| • Modifications that change course outcomes may be offered based on the IEP | • The college is not required to lower or effect substantial modifications to essential requirements. |
| • Appropriate accommodations are determined by the student's Individualized Educational Plan (IEP) | • Appropriate accommodations must be determined based on the student's disability documentation, and individual need |

| Differences in Parent's or Legal Guardian's Role | |
|---|---|
| **High School** | **College** |
| • Legal guidance is provided by IDEA | • Legal guidance is provided by Section 504 and ADA |
| • Parents must ensure that their child attends school until the age of 16 | • Parents are not required to send child to college |
| • Periodic progress reports are given to parents | • No progress reports will be given to parents |
| • Teachers are free to approach parents without consent from student to discuss student's progress | • Without a release of information signed by the student the teacher legally cannot include the parents in any part of the educational process |
| • The parent is the student's legal guardian | • In college the student is considered to be his/her own legal guardian unless there is a court order to the contrary |
| • The parent is expected to advocate for the student | • The student is expected to advocate on his/her own behalf |

# Appendix D - Athletic and Activity Handbook



PERSEVERANCE RESPECT INTEGRITY DEDICATION ENTHUSIASM

## INTERSCHOLASTIC ATHLETICS & CO-CURRICULAR ACTIVITIES

Participation in competitive interscholastic athletics and co-curricular activities (at times referred to collectively as “extracurricular activities”) at CHS is a privilege, not a right.

Participation in extracurricular activities is an important part of a student’s development. Through participation, students develop many lifelong skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork, and respect for rules and regulations. In addition, students who participate in extracurricular activities serve as ambassadors of the school and role models for their peers. By accepting the privilege of participation in extracurricular activities, the student becomes a representative of both Central High School and Central Community Unit School District # 301, whether the student is on the playing field, in competition, in practice, in the classroom, or in the community. Individuals who serve in this capacity have a special responsibility to ensure that their actions reflect positively on CHS and the community.

The decision to participate in extracurricular activities, therefore, involves a commitment by the student to adhere to the rules outlined in this Athletics & Activities Handbook. The Handbook goes into effect when a student begins participation in a CHS extracurricular activity and is in effect for the duration of the extracurricular activity; it applies year-round (24/7, 365 days). Each student is responsible for adhering to the Handbook to ensure a positive experience for all District students. Students who violate the Handbook will be subject to disciplinary consequences, up to and including dismissal from extracurricular activities, as set forth in the Handbook. Depending on the nature of the violation, students also may be subject to discipline under the District’s student discipline policy, up to and including suspension or expulsion from school.

Extracurricular activities are for the benefit of students and are meant to supplement students' educational programs at CHS. Unless pre-approved by the Administration in limited circumstances, extracurricular activities are *never* a reason for an absence from class or school or not completing schoolwork.

In order to participate in CHS extracurricular activities, students and their parent(s)/guardian(s) must sign the CHS Athletics & Activities Handbook Acknowledgement Form prior to participation in each interscholastic athletic team or co-curricular activity.

### Co-Curricular Activities

A complete list of the co-curricular activities offered by CHS can be found on the District's website at https://chs.central301.net. Information regarding individual co-curricular activities can be found on the District's website (https://chs.central301.net) under the Activities tab or by contacting the activity sponsor or the Athletics & Activities Office at 847-464-6038.

### Interscholastic Athletics

A complete list of the interscholastic athletics offered by CHS can be found on the District's website at https://chs.central301.net . Information regarding individual interscholastic athletics , including contest and practice schedules, can be found on the website https://wearecentral.net/ and Central athletics calendar or by contacting the head coach or the Athletics & Activities Office at 847-464-6038.

## Interscholastic Athletics & Co-Curricular Activities

### Academic Eligibility

Eligibility to try out for all CHS extracurricular activities is determined at the time of tryouts. A student who does not meet the semester eligibility requirement at the time of tryouts will not be permitted to tryout for an extracurricular activity. Eligibility to participate in all CHS extracurricular activities is determined on a weekly and semester basis. The weekly eligibility is based on a point system based on the student's current grades and semester eligibility is based on the student's semester grades.

### Weekly Eligibility

Each week, on Thursday at 1:00pm, an eligibility report is generated by the Athletics & Activities Office. The Athletics & Activities Office notifies coaches/sponsors of any students on their respective teams/activities who are ineligible. Then, the coach/sponsor individually notifies the student(s) on their team/activity who are ineligible. In addition, the coach/sponsor also notifies the parent(s)/guardian(s) of each ineligible student via email.

Weekly eligibility for participation in all CHS extracurricular activities is based on a point system using semester-to-date cumulative grade earned by the student in the classes in which the student is currently enrolled. Under this system, an "F" equals 2 points and a "D" equals 1 point. The grades for courses in which the student receives more than one credit will be adjusted proportionally. If a student has 4 or more points in a week, the student will be ruled ineligible.

When a student is determined to be ineligible, the period of ineligibility starts on the Sunday following the Thursday notification and remains in effect for 1 calendar week (Sunday through

Saturday) or until the student has accumulated less than 4 points on the weekly eligibility check and, thus, is academically eligible to participate. If a student becomes eligible during the week of ineligibility, the student must continue to serve the full week of ineligibility.

If a student is academically ineligible for a second consecutive week, the coach/sponsor will individually notify the student and the Athletics & Activities Office will notify the student's parent(s)/guardian(s) via email. Parent(s)/guardian(s) are requested to acknowledge receipt of the email notification.

If a student is academically ineligible for a third consecutive week, the coach/sponsor will individually notify the student and the Athletics & Activities Office will contact the student's parent(s)/guardian(s) to schedule a meeting with the student and the parent(s)/guardian(s) to discuss possible removal of the student from the extracurricular activity.

**Semester Eligibility**

Semester eligibility is based on the student's semester grades. If the student fails to pass 25 credit hours or five (5) classes in a semester, the student will be ineligible to participate in any extracurricular activities for the following semester. For example, if a student does not pass five (5) classes the first semester, then the student will be academically ineligible to participate in any extracurricular activities second semester. Likewise, if a student fails the second semester, then the student will be academically ineligible to participate in any extracurricular activities the first semester of the next school year. Students are not reinstated to academic eligibility until they have served a full semester of ineligibility. For those who participate in a winter sport that fails a semester, would be unable to participate in the 2nd semester of that season. The Athletics & Activities Office will notify the student and his/her parent(s)/guardian(s) via email of the student's academic ineligibility for the following semester.

If the student fails two or more classes during the semester of ineligibility, the student will be ineligible to participate in any extracurricular activities in the semester following the current semester of ineligibility. The Athletics & Activities will contact the student's parent(s)/guardian(s) via email to notify them of the student's continued academic ineligibility for the following semester.

**Attendance at Practices & Contests During Ineligibility**

Ineligible students (weekly or semester) are prohibited from participating in any contest during the period of ineligibility. However, students also are expected to attend and participate in all practices or meetings. Failure to attend practice(s), meeting(s), and contest(s) during the period of ineligibility will result in consequences consistent with the rules for that particular extracurricular activity. Additionally, students are expected to attend all contests during the period of ineligibility. Students are not permitted to dress in the team uniform for a contest, but are expected to dress consistent with team expectations.

## Attendance Eligibility

**Absences**

A student must be in school to try out for an extracurricular activity. However, if the student is absent for part or all of a school day due to an excused absence and must miss the try out, the

student will be given an opportunity to try out for the extracurricular activity once he/she returns to school. Contact the Athletics & Activities Office in order to request a make-up try out. Any make-up try out must be approved by the Athletics & Activities Director or designee.

To participate in an extracurricular activity practice or meeting (non-contest), a student must be in attendance by the start of 2nd period unless the student is absent from school for an excused absence for any reason other than personal illness. A student who has an excused absence for any part of the school day due to personal illness, will not be permitted to participate in the extracurricular activity practice or meeting on that school day.

To participate in an extracurricular activity contest, a student must be in attendance for a full school day on the day of the contest, or for a full school day on the Friday before a weekend contest.

For additional information regarding excused absences, see the CHS Student Handbook, Absences section. Recognized excused absences are: a student's personal illness; a death in the immediate family; a family emergency; observance of a religious holiday; medical appointment with note from the physician; circumstances that cause reasonable concern to the parent/guardian for the student's safety or health; situations beyond the control of the student (e.g., court appearances); other reasons approved by the Superintendent or designee.

**Field Trips**

Field trips during the school day are treated as if the student was in school on that day for purposes of participation in an extracurricular activity contest or practice/meeting.

**Suspensions/Expulsions**

Students who are assigned to an alternative learning environment on school grounds or who are suspended out-of-school are prohibited from participating in any extracurricular activities during the term of their assignment to the alternative learning environment or out-of-school suspension; this includes but is not limited to any practice, meeting, contest, and performance. If the alternative learning environment assignment or out-of-school suspension period continues through end of the school day on Friday or includes a weekend or non-student attendance day (e.g., school holiday, break, institute day), the student is prohibited from participating in any extracurricular activities during that weekend or non-student attendance day. The student is not permitted to participate in the extracurricular activity until he/she returns to school following the alternative learning environment assignment or out-of-school suspension. After a student's return following an out-of-school suspension, the coach(es)/sponsor(s) have the discretion to determine the student's subsequent participation in extracurricular activity.

In the event a student is expelled from school, he/she will be immediately expelled from participation in any extracurricular activity for the remainder of the expulsion and may return after the terms and conditions of the expulsion have been met and a meeting with the administration has occurred.

If a student is under investigation for violation of the Code of Conduct or other school rule or policy, the student is not permitted to participate in an extracurricular activity. This determination is within the sole discretion of the Administration or Athletics & Activities Director.

Any exception to these attendance eligibility requirements must be approved by the Administration or Athletics & Activities Director prior to the contest or practice/meeting.

**P.E. Excuses**

Students with a medical excuse from P.E. may not participate in an athletic team practice or contest for the period of time covered by the medical excuse. Depending on the nature of the medical excuse from P.E., the student may be required to provide documentation from the student's health care provider clearing the student to return to participating on an athletic team. If students fail to dress or participate in P.E the ability to participate in extracurricular activities may be impacted. See below for additional information regarding the District's concussion policy and procedures.

## Co-Curricular Activities

### Co-Curricular Activity Eligibility & Participation For Executive Leadership Positions

All eligibility and participation requirements for co-curricular activities and the Code of Conduct apply only to the "executive leadership" positions for each co-curricular activity. The executive leadership positions are determined by each co-curricular activity, but generally include any officer (e.g., President, Vice President, Secretary).

In addition to the academic and attendance eligibility requirements set forth above, students trying out for and participating in co-curricular activities are subject to the eligibility and participation requirements set forth in this section and as may be established by the individual co-curricular activity.

For co-curricular activities, a student may be President of only two (2) organizations each year when voted in by members. He/she may hold other minor offices.

Before they will be allowed to participate in a co-curricular activity, students who transfer to CHS must meet the eligibility guidelines and rules, if any, set forth by the co-curricular activity's governing organization, the activity's sponsor and/or the Athletics & Activities Director. Please contact the Athletics & Activities Director for further information.

## Interscholastic Athletics

### Athletic Team Eligibility & Participation

In addition to the academic and attendance eligibility requirements set forth above, students trying out for and participating in interscholastic athletics are subject to the eligibility and participation requirements set forth in this section and as established by the individual athletic team.

Students may participate in only one interscholastic athletic team at a time, unless an exception is requested and approved by the head coach of each team, as well as the Athletics & Activities Director. Requests will be determined on a case-by-case basis.

Prior to participating in an interscholastic athletic team, including trying out for the team, the student must be approved by the Athletics & Activities Office. To receive approval, the student must:

(1) submit proof of a current sports physical (annual requirement);

(2) submit pre-participation forms which have been completed and signed by the student and the student's parent(s)/guardian(s); and

(3) have turned in all equipment/uniforms from any interscholastic athletic team the previous season as well as meets all eligibility requirements for academics and behavior.

The required pre-participation forms are available online (https://ccusd301-ar.rschooltoday.com/) and include the CHS Athletics & Activities Handbook Acknowledgement Form and the IHSA Sports Medicine Acknowledgement & Consent Form (concussions, performance enhancing substances, and steroids). The IHSA sports physical form also is available online (https://wearecentral.net/).

If a student is selected for an interscholastic athletic team, the participation fee must be paid before the student can begin participating as part of the team.

Prior to the start of ***each*** athletic team season, students and their parents(s)/guardian(s) are required to attend a pre-season meeting regardless of whether the student and his/her parent(s)/guardian(s) have previously attended one or more pre-season meetings for previous seasons or school years. The purpose of the meeting is for the Athletics & Activities Director and coaches to provide pertinent information regarding CHS interscholastic athletics activities and team policies. If a student and his/her parents(s)/guardian(s) fail to attend the pre-season, the student is not eligible to participate on the athletic team until the student and his/her parents(s)/guardian(s) meet with the Athletics & Activities Director and coach.

**IHSA Eligibility**

Each student participating in an IHSA interscholastic activity must satisfy IHSA's eligibility requirements.

The IHSA requires students to pass 25 credit hours of high school work per week, generally the equivalent of 5 full-credit courses. The Athletics & Activities Office checks academic eligibility on a weekly basis. Students also must have passed and received 25 credit hours of high school work toward graduation for the entire previous semester to be eligible at all during the ensuing semester. See Academic Eligibility section.

To ensure they will be eligible to participate in certain interscholastic athletic activities, students who transfer to CHS must follow the guidelines and rules set forth by the IHSA. In addition, transfer students must meet any criteria established for the team established by the coach(es) and the Athletics & Activities Director. Please contact the Athletics & Activities Director for further information and to ensure the Transfer Consent Form is completed and filed.

**NCAA Eligibility**

Each year the NCAA revisits its athlete eligibility requirements. Students and parent(s)/guardian(s) should contact the head coach, guidance counselor, or Athletics & Activities Director for information regarding NCAA eligibility. Information also is available on the NCAA's website.

### Athletic Team selection ("cut policy")

Participation in CHS interscholastic athletics is selective. All programs both athletic and activity have the potential to reduce roster size based on the criteria below regardless of sport or activity.

Coaches may cut students from the athletic team based on the following criteria:

- A limit on the number of student participants, as determined by the coaches and including limits set by IHSA or other governing organization;
- The availability of a sufficient number of uniforms/equipment for the students;
- Improper student behavior, including but not limited to violations of the Code of Conduct or CHS school rules and policies.

The selection of students for an athletic team will be based upon:

- Talent and ability;
- Character and personality of the individual;
- Work habits and loyalty to the program;
- Positions needed on the team or activity; and
- Academic eligibility, as defined in this Handbook.

### Athletic Awards

Each student who becomes a member of an athletic team during the season, finishes the season in good standing, and meets the criteria set forth by the coach(es) and the Athletics & Activities Department will be eligible to earn an athletic award. The coach(es) retains sole discretion in determining which students receive athletic awards.

**Good Standing** is defined as:

- The student finished the season with the team;
- The student has attended practice on a regular basis*;
- All equipment and uniforms have been returned, repaired, or replaced; and
- The student has not been found to be in violation of the Code of Conduct during the season.

*In the event of a student injury or extended illness, or other circumstance in the sole discretion of the coach(es), the coach(es) may present the student with an interscholastic athletic award if the injury/illness or other circumstance prevented the student from finishing the season with the team.

### Awards

- Freshman Team: Athletes on the freshman team are eligible for a certificate of participation and a numeral.

- Freshman/Sophomore Team: Athletes on the freshman/sophomore team are eligible for a certificate of participation and a numeral or freshman/sophomore letter (for sophomores who received a numeral as a freshman).

- Junior Varsity Team: Athletes on the junior varsity team are eligible for a certificate of participation and a junior varsity letter. Junior varsity athletes will receive only one junior varsity letter per sport. Junior varsity athletes are eligible for a service pin for each year following the initial receipt of the junior varsity letter in that sport.

- Varsity Team: Athletes on the varsity team are eligible for a certificate of participation and varsity letter. Varsity athletes will receive only one varsity letter per sport. Varsity athletes are eligible for a service pin for each year following the initial receipt of a varsity letter in the sport.

- Captain's Pin: The captains (or co-captains) of the freshman/sophomore team and the varsity team are eligible to earn the Captain's Pin.

- Special Awards: The coach(es) for each athletic team may award special awards, at their discretion, to students specific to the particular sport. For example, MVP trophy or coach's trophy. The coach(es) for each athletic team will determine the criteria and selection process for these special awards.

### Senior Night

Senior students will be honored by the athletic team's coach(es). If possible, such recognition will occur at a home contest during the season or may be scheduled at another time during or after the season. The student and his/her parent(s)/guardian(s) will be recognized for the student's participation on the athletic team. Senior students are not guaranteed playing time on a selected senior night, but they will be introduced with their parent(s)/guardian(s) during the Senior Night recognition.

### Attendance at Awards Night

Students are required to attend Awards Night after the season is completed. An unexcused absence may result in the student forfeiting his/her award(s). In the event a student must be absent from Awards Night, the student must contact the coach(es) as soon as possible beforehand to notify the coach(es) of the reason for the student's absence.

### Quitting An Athletic Team

Any student who decides to quit an athletic team by giving verbal or written notice to the coach(es) before the season is completed will be prohibited from re-joining the team for the remainder of the season. However, within twenty-four (24) hours after the student notified the coach(es) of his/her decision to quit the team, a student may ask the coach(es) for permission to rejoin the team. In the event a student requests to re-join the team, the coach(es) will schedule a meeting with the student and parent(s)/guardian(s) and Athletics & Activities Director to discuss the student's proposed return to the team. The Athletics & Activities Director retains sole discretion in deciding whether the student will be permitted to re-join the team. The Athletics & Activities Director's decision is final.

If a student quits an athletic team, the student will not be allowed to try out for or participate in another athletic team before the end of the season of the activity the student quit, unless given approval by the Athletics & Activities Director.

### Care Of Equipment & Uniforms

All uniforms and equipment issued by the District are the property of the District. Students are expected to care for and not abuse uniforms and equipment loaned to them for participation on an athletic team. Uniforms and equipment are only to be worn during CHS contests and practices, or as otherwise directed by the coach(es). Please note that the district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification, however communication with the athletic department and the coaching staff is vitally important in the ability to communicate such modifications.

Uniforms and equipment issued to students by CHS for participation on an athletic team must be returned within one (1) week after the last contest, meeting, or performance of the year or season, or within one (1) week after a student quits the team, is dismissed from the team, or is expelled from school. Lost, not-returned, or stolen items are the responsibility of the student and his/her parent(s)/guardian(s), and the student and his/her parent(s)/guardian(s) must reimburse the District for all replacement costs of any uniforms or equipment issued to a student but not returned. All damaged uniforms and equipment must be repaired or replaced. The repair or replacement bill(s) is the responsibility of the student and his/her parent(s)/guardian(s), unless a student's uniform or District-issued equipment is damaged during participation in an athletic practice or contest, in which case the District will assume responsibility for repair or replacement. No student will be allowed to receive an end-of-season award or to participate in any future extracurricular activities unless all equipment and uniforms have been returned and accounted for, or are paid for, if damaged or not returned. Senior students who have outstanding unreturned uniforms or equipment, or outstanding unpaid bills for damaged or not returned uniforms and/or equipment, will not be permitted to participate in the CHS graduation ceremony.

### Lockers For Athletic Teams

Students who participate on an athletic team may be assigned a locker. Each student must use only the locker assigned to him/her and must keep the locker and its contents in good order. It is the student's responsibility to periodically clean out the locker to ensure the locker remains in good condition. The condition of the locker both its interior and exterior, are the student's responsibility. Lockers should never be struck, kicked, written on, or defaced. Stickers and other materials should not be attached either inside or outside the locker. A monetary fine and/or disciplinary consequence may be assessed for locker damage. In addition, no student will be allowed to receive an end-of-season award or to participate in any future extracurricular activities unless he/she pays for any locker damage for which he/she is responsible. A senior student will not be permitted to participate in the CHS graduation ceremony until he/she pays for any locker damage for which he/she is responsible.

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 inside a locker. Any items

discovered as result of a locker search may be confiscated and used as evidence in school-related investigations and may result in disciplinary action under the Code of Conduct as well as the CHS and District student discipline rules and policies.

### Athletic Team Rules

The coach(es) for each athletic team may establish rules for his/her/their team. These rules may include, but are not limited to, team expectations and requirements, practice schedule/location and practice and game attire. Student-athletes who violate team rules may be subject to disciplinary consequences as determined by the coach(es), up to and including dismissal from the team.

## TRANSPORTATION

### Expectations

- Students must be ready to depart from school or other designated location at the assigned time.
- Students are not to enter the bus/vehicle with cleats on or dirty shoes (these must be cleaned before entering the bus/vehicle).
- Students are to enter or exit the bus/vehicle through the front and designated door(s) only, not the rear or other emergency door.
- Students are not to board the bus/vehicle unless directed to by the coach/sponsor.
- Food may be consumed on the bus/vehicle with permission of the coach/sponsor.
- Students must pick up all garbage and remove all personal belongings from the bus/vehicle.
- Students who misbehave on the bus/vehicle may be subject to disciplinary action under the Code of Conduct as well as the CHS and District student discipline rules and policies.

### To/From Extracurricular Activities

All students participating in an extracurricular activity that is not being held at CHS must use the transportation provided by the District to and from the activity.

The only exception made to this policy is when a student's parent/guardian requests to transport his/her student from the activity, or designates another responsible adult (who must be at least 21 years of age) to do so. If a responsible adult other than the student's parent/guardian is to transport the student from the activity, the student's parent/guardian must ***request an exception, in writing, to the Athletics & Activities Director at least 24 hours prior to the activity***. The Athletics & Activities Director will not approve any request for an exception unless it is submitted by the parent/guardian at least 24 hours in advance. If approved, the Athletics & Activities Director will notify the coach/sponsor.

To ensure that all students are accounted for on the return trip, if a student will be transported home from an activity by his/her parent/guardian, or another responsible adult who is pre-approved by the Athletics and Activities Director, then at the conclusion of the activity, the driver must go to the coach or sponsor to “sign the student out” on a form provided by the Athletics & Activities Office.

Please contact the Athletics & Activities Director with any questions.

# MISCELLANEOUS

### Time Limit to Exit Building

Student supervision will be provided for 30 minutes following the conclusion of an extracurricular activity contest or practice/meeting. Parents providing rides are required to pick up their students and all students are expected to exit the school building and school grounds within that time period.

### Refunds of participation fees

A full refund of fees for extracurricular activities will be made only if a student is cut or quits before the first contest. If a student has already received equipment or (a) uniform(s), the participation fee will not be refunded unless all equipment and uniforms have been returned and accounted for, or are paid for, if damaged or not returned.

### Behavior Expectations of the Participants

Accept and understand the seriousness of your responsibility and the privilege of representing the school and the community.

Treat opponents the way you would like to be treated, as a guest or friend. Never direct remarks at opponents in a taunting manner.

Respect the integrity and judgment of game officials. Respect the job and position of the officials and respect them as people. Treating them with dignity and respect, even if you disagree with their judgment, is a fundamental behavioral expectation.

### Behavior Expectations of the Spectators

Remember that school athletics and activities are learning experiences for students and the programs are part of the educational process. Adolescents learn proper behavior from watching adults.

A ticket is a privilege to observe the contest, not a license to verbally abuse others. Positive fan support is an asset for the players, coaches and other spectators.

Parents have the opportunity to demonstrate appropriate behaviors when they show respect for the opposing players, coaches, other spectators and officials. Respect their roles even if you disagree with their judgment. Negative comments or the berating of players, coaches and officials are not in keeping with our philosophy or good forms of role modeling and will not be tolerated.

Per Board Policy of Central School District 301 Section 8.3 outlines consequences for inappropriate behavior from visitors and spectators alike here at School District 301. Removal from events could result in restorative practices (Licensure to become an IHSA official in that sport, successful completion of online training, inability to attend future events, or any other actions that the athletic director and Central Unit School District 301 deem necessary.)

## COMMUNICATION WITH EXTRACURRICULAR ACTIVITY COACH/SPONSOR

### Parent/Coach Relationship

Both parenting and coaching are extremely challenging roles. By establishing an understanding of each role, we are better able to accept the actions of the other and provide greater benefit to students. As parents/guardians, you have a right to understand the expectations that accompany your student's participation in an extracurricular activity.

This begins with clear communication from the coach(es) of your student's athletic team.

### Communication You Should Expect From Your Student's Coach

1. Coaching philosophy
2. Expectations for your student as well as all the players on the team
3. Locations and times of all practices and contests
4. Team requirements, i.e., fees, special equipment, off-season conditioning
5. Procedures that will be followed should your student be injured during participation
6. Discipline that may result in the denial of your student's participation

### Communication Coaches Expect from Parents/Guardians

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance

As your student becomes involved in the CHS athletic program, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your student wishes. Although it may not seem so at the time, disappointment is a normal and natural part of life and also an important part of a student's developing maturity. At these times, discussion with the coach is encouraged.

### Appropriate Concerns to Discuss with Coaches

1. The treatment of your student, mentally and physically
2. Ways to help your student
3. Concerns about your student's behavior

It is very difficult to accept your student not playing as much as he/she or you may hope. Coaches are responsible for making judgment decisions based on what they believe to be best

for all students involved on the team. As you have seen from the list above, certain things can be and should be discussed with your student's coach. Other matters, such as those which follow, must be left to the discretion of the coach(es).

**Issues Not Appropriate To Discuss With Coaches**

1. Playing time
2. Team Strategy
3. Play calling
4. Other student-athletes

There may be circumstances that require a conference between the coach and the parent/guardian (and, if appropriate, the student). It is important that all parties involved have a clear understanding of each other's interests. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

**Procedures for Discussing a Concern with a Coach**

1. Encourage your student-athlete to meet with their coach/sponsor first. (This helps student-athletes learn how to advocate for themselves.)
2. After that conversation occurs you as a parent/guardian have the opportunity to reach out and request a follow up with the coach/sponsor.
3. Call or email the coach and request to schedule an appointment.
4. Within that request be specific yet brief with what you would like to discuss with the coach. Remember this is not about anyone other than your own student-athlete.
5. Please do not confront a coach immediately before or after a practice or contest. The coach has many other responsibilities to attend to during this time period. Additionally, the excitement or disappointment related to the practice or contest can contribute to unproductive emotions. Meetings of this nature do not promote resolution.
6. If the coach does not provide a satisfactory resolution to your concern, contact the Athletics & Activities Department to schedule an appointment with the Athletics & Activities Director. At this meeting, any appropriate next step(s) can be determined.

## CPR AND AED TRAINING

Education of staff, students, and parents is an integral part of ensuring our students are safe. Please view the training video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) posted on https://wearecentral.net/

## 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 https://wearecentral.net/ If you have questions regarding concussions or the District's concussion management program, please contact the Athletics & Activities Director or School Nurse.

# CODE OF CONDUCT

As stated previously, participation in CHS extracurricular activities is a privilege, not a right. Accordingly, the Athletics & Activities Director is authorized to discipline students for violations of this Code of Conduct as well as other misconduct not specified below. The discipline may range from a disciplinary conference, or restitution, to suspension or dismissal from a particular extracurricular activity or all extracurricular activities. Discipline issued by the Athletics & Activities Director under the Code of Conduct is separate from any disciplinary consequences issued by the CHS Administration pursuant to the CHS and District student discipline rules and policies. A student may receive both types of disciplinary consequences for the same offense.

*We understand the importance of extracurricular activities and the roles they play among adolescent individuals. Please note that administration of School District 301 reserves the right to issue restorative practices as they deem appropriate in order to work with students in hopes of correcting behavior and decision making with 1st offenses. This includes but is not limited to community service hours, restorative hours around school (based on offense), online courses through various sources, book talks, or other variety methods in line with restorative justice best practices.*

**DEFINITIONS OF OFFENSES**

- Conduct in violation of school rules and policies, as set forth in the CHS Student Handbook and Board of Education policy, or that could be found to violate IHSA rules and regulations, local ordinance, or State or federal law

- Any possession, use, sale, distribution, or attempt to obtain possession of tobacco or nicotine products, e-cigarettes, vaporizers, or any comparable product.

- Any possession, use, sale, distribution, or attempt to obtain possession of prohibited substances, including, but not limited to: marijuana, controlled substances, steroids or other performance enhancing drugs, look-alike drugs, or beverages containing alcohol. This includes a student's presence at a place (other than a religious ceremony or family gathering) where any prohibited substance is being used in an unlawful manner; e.g., a party or gathering where alcohol is being consumed by minors. It is the student's responsibility to be aware of all activities taking place at a party or gathering immediately upon arrival and throughout the duration of his/her stay.

**HAZING/BULLYING/HATE SPEECH/HARASSMENT**

In addition to the offenses listed above, the District recognizes the dignity and worth of all individuals, and in keeping with that belief, prohibits any and all forms of hazing/bullying or initiation rites for any co-curricular or school-related activity. "Hazing/Bullying" refers to any act, whether physical mental, emotional, or psychological, intentional or otherwise, including when such acts are committed through social media, or other electronic means, which subjects an individual student or group of students, to any situation or expectation that may potentially

abuse, mistreat, degrade, humiliate, harass, harm, intimidate, or compromise such student or group of students' inherent dignity as a person(s).

Hate Speech or Harassment is behavior aimed at a person's sex, gender identification, race, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment. Hate Speech or Harassment may be verbal, non-verbal, or physical acts during all competitions. This policy and procedure is designed to provide a consistent, rational framework for managing and dealing with situations at contests when a participant or coach believes an opposing school's participant or coach have used hate speech towards a member of their team or between teammate to teammate interaction. "Target" refers to the individual who heard the hate speech. "Alleged offender" refers to the individual(s) who allegedly used hate speech. "Comment" refers to the hate speech or harassment that was used.

*Hazing/Bullying/Hate Speech/Harassment includes, but is not limited to:*

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;

2. Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

3. Any activity involving the consumption of a food, liquid, alcoholic beverage, drug, tobacco product or other substances that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school;

5. Any activity that includes the victimization of another student based on race, color, sex, sexual orientation, gender identity, or disability, sexual harassment, or sexual violence; or

6. Any activity that includes, causes or requires the student to perform a task that involves a violation of state or federal law.

Any student involved in hazing/bullying/Hate Speech/Harassment or initiation rites will be subject to disciplinary action. This action may include, but is not limited to, dismissal from the activity or athletic team, exclusion from participation in subsequent school activities and/or suspension or a recommendation to the school board for expulsion from school. These rules apply to all students during the school year, summer, in-season or out-of- season, on or off school property, during or outside of school hours. The student may face separate and/or additional disciplinary consequences as outlined in the CHS Student Handbook.

## SOCIAL MEDIA

Social Media has become ingrained into today's society. The wide variety of social networking tools presently available proves students easy access to share important information. However, they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

Central District 301 recognizes and supports its student-athletes and coaches rights to freedom of speech, expression, and association, including the use of social networks. Each student-athletes and coach must remember that participating and competition in Central District 301 is a privilege and not a right. The student-athlete and coach represent his or her high school and the district, therefore, they are expected to portray themselves, their team, and their high school in a positive manner at all times. Any online posting must be consistent with federal and state laws, as well as team, school, and district rules and regulations.

Specifically prohibited behaviors included but not limited to:

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
- Pictures depicting drug/alcohol use, weapons, and “look a likes.”
- Derogatory language relevant to a person's race, gender identity, color, sexual orientation, sex or disability regarding school personnel or other students.
- Comments designed to harass or bully students and/or school personnel.
- Sexually/racially oriented or indecent photos, images or altered pictures.

## PROCEDURES

- **<u>Investigation of Alleged Violation of the Code of Conduct:</u>**
    - When a violation of the Code of Conduct is reported to the Athletics & Activities Director, the Director will commence an investigation. As part of the investigation, and as appropriate to the circumstances, the Director may meet with the student, other student(s), staff member(s), other individuals with knowledge about the alleged violation, and/or the extracurricular activity coach(es)/sponsor(s), and will review any and all pertinent documentation or other evidence.
    - After completing their investigation, the Director will meet with the student and his/her parent(s)/guardian(s) to discuss the findings of the investigation and the consequence(s), if any. The Director’s written decision will be sent to the student’s parent(s)/guardian(s) via email.
    - During the Director’s investigation into an alleged violation of the Code of Conduct, the student is suspended from all participation in the extra-curricular activity(ies), including all contests, practices/meetings, and any team/activity events. In addition, the student may not try out for another extracurricular activity during the investigation.

- **<u>Appeal of Consequence for Violation of the Code of Conduct:</u>** Because participation in extracurricular activities is a privilege and not a right, such participation is not protected by the same due process procedures applicable to regular educational

programs. A student may appeal a Code of Conduct consequence to the Building Principal or designee. The request must be made in writing within five (5) days of the issuance of the consequence. The Building Principal or designee will review the appeal request, investigation information/documentation, and the Athletics & Activities Director's determination. The Building Principal or designee may meet with student(s), staff member(s), and/or individuals with knowledge about the alleged violation. The Building Principal or designee then will issue his/her decision in writing. During the appeal process, the consequence imposed by the Athletics & Activities Director remains in effect. The Building Principal or designee's decision is final.

- **Appeal of Total Suspension from Athletic or Co-Curricular Activity:** A student who is in his/her 9th through 11th grade years, and is currently suspended from participation in any interscholastic athletic activity and/or co-curricular activity for the rest his/her high school career (third offense), may, along with his/her parent(s)/guardian(s), submit a written request to the Building Principal or designee, asking that a review be held to consider reinstatement of eligibility. This request may not be made prior to one (1) calendar year from the date of the suspension for the third offense. The burden of proof to show that the student has made appropriate changes in his/her behavior (including completion of a school-approved treatment program) is the responsibility of the student and her/his parent(s)/guardian(s). The Building Principal or designee's decision is final.

**CONSEQUENCES**

For students who participate in interscholastic athletic activities and hold executive leadership positions in co-curricular activities, any consequence issued for violating the Code of Conduct applies to both activities based on the offense levels set forth below.

The Athletics & Activities Director retains the sole discretion to declare a student ineligible from trying out for and joining another interscholastic athletic team or joining and taking on an executive leadership role in a co-curricular activity while he/she currently has any unserved suspension pending. A student is prohibited from trying out for and joining an interscholastic athletic team or joining and taking on an executive leadership role in a co-curricular activity for the sole purpose of serving a penalty to avoid missing all or part of a season with his/her primary interscholastic athletic team or co-curricular activity.

Consequences assessed prior to a student entering high school shall not apply to the student's cumulative disciplinary record at high school.

**Comparable Product Offenses:** *This includes but not limited to vape, vape devices, tobacco, nicotine, THC, narcotics, alcohol or any other substances deemed illegal by law or Central School District 301.*

- **Interscholastic Athletics**
  - **First Offense:** The student will be suspended for 40% of the scheduled interscholastic athletic activity contests within a season (exact number to be determined by the Athletics & Activities Director) beginning with the current season (if the student is "in season") or next season of participation for the student. If the suspension continues past the

conclusion of a season, the consequence will be continued into the beginning of the next season of the student's participation.

- This consequence may be reduced to 25% of the scheduled contests upon successful completion of the following: The student-athlete voluntarily agrees to participate in a formal substance abuse assessment program at a school-approved agency, complete restorative practices outlined by the athletic/activities department that may include by not limited to, community service hours, peer resolution, book studies, online course completion, or anything else that is deemed beneficial and necessary to try and correct student behavior.

- **Second Offense:** The student will be suspended from participating in any interscholastic athletic activity for one (1) full season. If the suspension continues past the conclusion of the season, the consequence will be continued into the beginning of the next season of the student's participation.
- **Third Offense:** The student will be suspended from participating in any interscholastic athletic activity for the rest of the student's high school career.

- **Co-Curricular Activities**
  - **First Offense:** The student will be suspended from participating in any co-curricular activities for a period of nine (9) weeks of school (exact number of days to be determined by the Athletics & Activities Director).
  - **Second Offense:** The student will be suspended from participating in any co-curricular activities for a period of eighteen (18) weeks of school (exact dates to be determined by the Athletics & Activities Director).
  - **Third Offense:** The student will be suspended from participating in any co-curricular activity for the remainder of the student's high school career.

- **All Other Conduct Offenses:** The following consequences are not issued in progressive manner and may be combined.
  - Conference with student, coach(es)/sponsor(s), parent(s)/guardian(s), and/or the Athletics & Activities Director.
  - Temporary suspension from contests and/or practices/meetings.
  - Suspension for one-third (1/3) of season by contests or 6 weeks for activity.
  - Suspension for remainder of season or activity in current school year.
  - Suspension for remainder of season and up to one-third (1/3) of next season, or remainder of the activity in the current school year and up to 6 weeks of the activity the next school year.
  - Suspension for remainder of high school career.
  - Restitution for vandalism or destruction of property.

### Participation in Substance Abuse Assessment Program

A student's participation in the Substance Abuse Assessment Program is cumulative over the student's high school career for a **maximum of two times**. If a student wishes to participate in a substance abuse assessment program to reduce the imposed extracurricular activity consequence outlined above, the following rules apply:

- The program must be approved by the Building Principal or designee.
- The program must be scheduled and started within 10 school days of the start of the consequence period.
- If the program is not completed within 30 school days of the start of the program, the full suspension penalty will be in force. If a program is longer than 30 school days, it must be completed within the timeframe specified by the program. It is the student's and his/her parent(s)/guardian(s)'s responsibility to notify the Athletics & Activities Director if the program is longer than 30 school days.
- The student must agree to complete the follow-up activity developed by the Athletics & Activities Director or designee in collaboration with the program within the established timeframe.
- The student's parent(s)/guardian(s), and/or student if required, must sign a consent form that allows the program and CHS school officials to exchange information and documentation regarding the student's participation in the program, program completion, and any recommended follow-up activities.
- If the student does not complete the agreed-to follow-up activity within the timeframe established by the agency or the school, the consequence will be reinstated in full. If the student has participated in any contests based on the assumption that the follow-up activity would be completed, additional suspension from contests will be added to the end of the initial suspension period.
- The student and/or the student's parent(s)/guardian(s)are responsible for all costs associated with the program and any follow-up activities.

Extracurricular activities are for the benefit of students and are meant to supplement students' educational programs at CHS. Unless pre-approved by the Administration in limited circumstances, extracurricular activities are *never* a reason for an absence from class or school or not completing schoolwork.

In order to participate in CHS extracurricular activities, students and their parent(s)/guardian(s) must sign the CHS Athletics & Activities Handbook Acknowledgement Form prior to participation in each interscholastic athletic team or co-curricular activity.

NORTHWESTERN ILLINOIS ASSOCIATION

SUBREGION I BALLOT

EXECUTIVE BOARD

BALLOT INSTRUCTIONS

*According to the Articles of Agreement for the Northwestern Illinois Association, the District Administrator and the School Board Member shall be elected within each subregion by the Boards of Education of the member districts in odd numbered years.*

*Each Board of Education shall cast one (1) vote for District Administrator and one vote for School Board Member.*

---

VOTE FOR ONE DISTRICT ADMINISTRATOR:

- ● Crystal Swan-Gravatt - Sandwich #430
  District Administrator
- ● _____
  WRITE IN - District Administrator

---

VOTE FOR ONE SCHOOL BOARD MEMBER:

- ● Steve Fiorentino, District 300
  School Board Member
- ● _____
  WRITE IN - School Board Member

---

NOTE: Ballots will be counted in the NIA Executive Board Recording Secretary.

PLEASE USE THE ENVELOPE PROVIDED TO RETURN THIS BALLOT BY AUGUST 7, 2023

NORTHWESTERN ILLINOIS ASSOCIATION

BIOGRAPHICAL SKETCH – EXECUTIVE BOARD CANDIDATE – SUBREGION I

## DISTRICT ADMINISTRATOR

**Crystal Swan-Gravatt**, an Illinois native, has been the Director of Special Education for Sandwich CUSD #430 in Sandwich, IL since 2013. During the past 30 years of professional education service, she has served in a variety of teaching and administrative experiences across various settings. Those settings include Choate Mental Health and Developmental Center, Illinois Youth Centers for Juveniles, Illinois Correctional Centers for Adults, Tri County Special Education Cooperative, Williamson County Special Education Cooperative & Early Childhood Cooperative, and public school settings – both Elementary and Secondary in southern Illinois and northern Illinois.

Crystal earned her MS in School Administration from Eastern Illinois University and her BS in Elementary Education from Southern Illinois University. She also has earned endorsements on her Illinois professional education licenses for Director of Special Education, Principal, and Unlimited Learning Behavior Specialist. As a Director of Special Education, special education supervisor, principal, and teacher, she has led efforts to facilitate collaborative working relationships between schools, city, county, state and federal stakeholders concerning academic "at risk" youth and youth with disabilities. She is often invited to speak about her unique experiences at education conferences. She is a member of the Illinois Alliance of Administrators of Special Education (IAASE), Council of Exceptional Children (CEC), and Council Administrators of Special Education (CASE). Crystal has served on the board of IAASE for the past six years and has been the serving as President of the low incidence special education cooperative – Northwestern Illinois Association (NIA) for the past five years. Crystal also serves as a board member for Open Door in Sandwich. Open Door is a non for profit rehabilitation entity for adults with developmental disabilities.

In their spare time, Crystal and her husband Rick stay busy restoring their 1965 MCM (mid-century modern) home built by a well-known local architect, James Carpenter. They also enjoy seeking out MCM treasures to enhance their home in order to bring it back to its original glory. Their MCM home is located near the well-known Farnsworth House and the pristine Fox River in which parts are comprised of the Kendall County Conservation District. Crystal and Rick feel extremely fortunate to able to live in and around the natural surroundings that are a part of the Kendall County Conservation District. They often will host large family and friend gatherings so that others can also enjoy the great outdoors with them. Lastly, Crystal and Rick have five children (one deceased) and make trips often to visit them and other close family members in both extreme southern Illinois area.

## SCHOOL BOARD MEMBER

**Steve Fiorentino – D300 Board of Education,** Current Term Expires: April 2027

- Elected to the Board: April 2011 (currently serving 4th term)
- Board liaison to the Northwestern Illinois Assoc. (NIA)
- Served as Chair of the Facility Oversight Committee (CFOC): 2017-2023
- Member of the Finance Committee: 2017-2023
- Board Vice President: 2017-2019
- Board Secretary: 2014-2017
- Proposed and Chaired the Community Engagement Committee: 2014-2017
- Founder and Chair of Legislative and Government Affairs Committee: 2011-2015

An Algonquin resident since 1996, Steve and his wife, Robin, have one daughter (Stephanie) who graduated from HD Jacobs High School. Steve is very active in his community and church, Light of Christ in Algonquin. He is a past youth religious education teacher, care minister, leader of community outreach, created and coached in their sports ministry and led the church expansion team and a Eucharistic Minister. He has coached children of all ages in basketball and softball and has been active with the Algonquin Area Youth Organization (AAYO), Dundee Park District, and the Lake in the Hills Youth Athletic Association (LITH YAA). He was proudly named Algonquin coach of the year in 2005. Steve is one of the founding members of the Algonquin/Lake in the Hills Kiwanis organization and served on the board. He helped start the HD Jacobs Key Club (Student chapter of Kiwanis) and served as the chapter advisor. Steve and his family are passionate about serving in disaster relief. They have assisted post hurricane and tornado disasters in multiple places, including Illinois, New Jersey, and Haiti.

Steve received a Bachelor of Science degree in pharmacy from the University of South Carolina and has completed numerous executive management courses. Steve now works in the family's financial planning practice. He focuses on client acquisition and engagement, and guides clients in transition, especially with healthcare related decisions. Steve is also founder and owner of Fiorentino Consulting, LLC, which helps companies with business plan development, strategic planning, key client acquisition, and hiring and retention of top employees. Prior to launching his consulting practice, Steve held several sales and marketing leadership positions in the pharmaceutical and biotechnology industries over the course of his 20-plus year career. He built a sales and medical team of 100 people for a start-up bio-tech company and managed an operating budget of 300 million dollars. He has effectively recruited, hired, trained, and retained more than 200 high performing employees in the pharmaceutical and healthcare sectors.

In addition to school board service, the following are boards Steve has served (or is currently serving):

- Northwestern Illinois Association (NIA)
- U of South Carolina Alumni Association, Chicago Area Chapter
- Algonquin/LITH Kiwanis Chapter (Charter Board Member)
- Jordan Lake Rehab and Protection District (JLRPD)-Lake District Secretary
- U of South Carolina Pharmacy Alumni Association Board

During his free time, Steve enjoys and is blessed to spend time with family and friends, planning family excursions and adventure travel, camping, fishing, boating, golf (especially with his daughter), cooking, and watching baseball (Go Cubbies) and football.

CENTRAL
UNIT SCHOOL DISTRICT 301

Northern Kane County
REGION 110
EDUCATION THAT WORKS

# NKCRVS/EFE 110
# FY24 Tentative Budget

**Daina Pflug, Business Manager**
**July 17, 2023**

# Northern Kane County Regional Vocational System

**The Northern Kane County Regional Vocational System (EFE 110) is a collaborative organization consisting of four Kane county unit school districts:**

- Unit School District U-46
- Community Unit School District 300
- Central Community Unit School District 301
- Community Unit School District 303

**The goal of the System is the planning, evaluation and improvement of career and technical education programs throughout the region.**

# Flow of Funds

**Illinois State Board of Education**

↓

**Kane County Educational Service Region**

↓

**Northern Kane County Regional Vocational System**

↙ ↓ ↓ ↘

**District 300** **District 301** **District 303** **District U-46**

# CTE Programs Offered

- Accounting
- Agricultural Science
- Automotive Service
- Business Administration
- Computer Networking
- Computer Programming
- Cyber Security
- Culinary Arts
- Drafting
- Education
- Electrical Technology
- Entrepreneurship
- Fashion
- Health Services and Nursing
- Marketing
- Precision Manufacturing
- STEM Engineering
- Video Production
- Web Page Design
- Welding
- Woods Production Cabinet Making

# Summer Internship Opportunities

- Automotive
- Education
- Engineering
- Healthcare - Pharmacy Technician
- Manufacturing
- Video Production
- Welding











# Regional Programs

**Agriculture/Veterinary Assistant**

Central High School
District 301

**Automotive**

South Elgin High School
District U-46

**Allied Healthcare**

Tentative Fall FY25
Larkin High School
District U-46

**Precision Manufacturing**

South Elgin High School
District U-46
Hampshire High School
District 300

**Welding**

Elgin High School
District U-46
Hampshire High School
District 300

**Educator**

Fall FY24
Hampshire High School
District 300

# Primary Grant Funding Sources

| | | | |
|---|---|---|---|
| Perkins V Grant | Federal | Annual | **Based on the number of students enrolled within each school district combined with number of students in poverty within that district.** |
| CTE Incentive Grant | State | Annual | **Based on the number of CTE programs being offered within a district and the number of students that successfully complete one or more of those programs.** |
| CTE Education Pathway Grant | State | Four Year | **This grant is being used to expand the Educator Pathways in D300 and U-46 and to expand these programs into regional offerings.** |

# FY24 Revenues/Expenditures

| | |
|---|---|
| **Unaudited Beginning Balance 7/1/2023** | **$ 428,177** |
| **Revenues:** | |
| **CTEI Grant** | **$1,320,526** |
| **CTEI Education Career Pathway** | **$ 45,233** |
| **Perkins V Grant** | **$ 677,270** |
| **STAMP Grant** | **$ 24,250** |
| **Total Revenues** | **$2,067,279** |
| | |
| **Expenditures:** | |
| **CTEI Grant** | **$1,320,526** |
| **CTEI Education Career Pathway** | **$ 45,233** |
| **Perkins V Grant** | **$ 677,270** |
| **STAMP Grant** | **$ 27,900** |
| **Total Expenditures** | **$2,070,929** |
| | |
| **Projected Ending Balance 6/30/2024** | **$ 424,527** |

# FY24 CTEI Grant Allotment

| | FY24 | FY23 |
|---|---|---|
| Salaries and Benefits | $160,976 | $152,597 |
| Services | $ 28,000 | $ 32,946 |
| Supplies | $ 1,918 | $ 1,918 |
| District U-46 | $659,705 | $576,208 |
| District 300 | $295,963 | $240,038 |
| District 301 | $ 42,927 | $ 30,849 |
| District 303 | $131,037 | $116,645 |
| Grand Total | $1,320,526 | $1,151,201 |

# CTEI Budget



| Account | Description | Budget |
|---|---|---|
| **2120** | **Guidance Services** | |
| 100 | Salaries | 53,425.00 |
| 200 | Benefits | 17,770.00 |
| 300 | Purchased Services | 3,500.00 |
| 400 | Supplies | 918.00 |
| | **2120-Subtotal** | **75,613.00** |
| | | |
| **2210** | **Improvement of Instruction Services** | |
| 100 | Salaries | 19,583.00 |
| 200 | Benefits | 4,710.00 |
| 300 | Purchased Services | 15,000.00 |
| | **2210-Subtotal** | **39,293.00** |
| | | |
| **2300** | **General Administration** | |
| 100 | Salaries | 41,882.00 |
| 200 | Benefits | 15,961.00 |
| 300 | Purchased Services | 9,500.00 |
| 400 | Supplies | 1,000.00 |
| | **2300-Subtotal** | **68,343.00** |
| | | |
| **2620** | **System Wide Assessment** | |
| 100 | Salaries | 6,268.00 |
| 200 | Benefits | 1,377.00 |
| | **2620-Subtotal** | **7,645.00** |
| | | |
| **4000** | **Payments to Other Governmental Units** | |
| 600 | School District U-46 | 659,705.00 |
| 600 | School District 300 | 295,963.00 |
| 600 | School District 301 | 42,927.00 |
| 600 | School District 303 | 131,037.00 |
| | **4000-Subtotal** | **1,129,632.00** |
| | | |
| | **Grand Total** | **1,320,526.00** |

# FY24 Perkins V Grant Allotment

| | FY24 | FY23 |
|---|---|---|
| Salaries and Benefits | $125,975 | $119,421 |
| District U-46 | $321,956 | $293,949 |
| District 300 | $144,439 | $122,509 |
| District 301 | $ 20,950 | $ 15,744 |
| District 303 | $ 63,950 | $ 59,533 |
| Grand Total | $677,270 | $611,156 |

# Perkins V Budget




| Account | Description | Budget |
|---|---|---|
| **2120** | **Guidance Services** | |
| 100 | Salaries | 53,207.00 |
| 200 | Benefits | 17,767.00 |
| | **2120-Subtotal** | **70,974.00** |
| | | |
| **2210** | **Improvement of Instruction Services** | |
| 100 | Salaries | 19,583.00 |
| 200 | Benefits | 4,713.00 |
| | **2210-Subtotal** | **24,296.00** |
| | | |
| **2300** | **General Administration** | |
| 100 | Salaries | 16,769.00 |
| 200 | Benefits | 7,463.00 |
| | **2300-Subtotal** | **24,232.00** |
| | | |
| **2620** | **System Wide Assessment** | |
| 100 | Salaries | 5,250.00 |
| 200 | Benefits | 1,223.00 |
| | **2620-Subtotal** | **6,473.00** |
| | | |
| **4000** | **Payments to Other Governmental Units** | |
| 600 | School District U-46 | 321,956.00 |
| 600 | School District 300 | 144,439.00 |
| 600 | School District 301 | 20,950.00 |
| 600 | School District 303 | 63,950.00 |
| | **4000-Subtotal** | **551,295.00** |
| | | |
| | **Grand Total** | **677,270.00** |

# FY24 Education Pathway Grant Allotment

| | FY24 | FY23 |
|---|---|---|
| Salaries and Benefits | $11,500 | $22,500 |
| Services | $25,000 | $58,836 |
| Supplies | $ 3,733 | $ 5,500 |
| Equipment | $ 5,000 | $ 5,000 |
| Grand Total | $45,233 | $91,836 |

# Education Pathway Budget




| Account | Description | Budget |
|---|---|---|
| **1100** | **Instruction** | |
| 300 | Purchased Services | 10,000.00 |
| | **1100-Subtotal** | **10,000.00** |
| | | |
| **2120** | **Guidance Services** | |
| 100 | Salaries-Stipends/Ed Rising | 10,000.00 |
| 200 | Benefits | 1,500.00 |
| | **2120-Subtotal** | **11,500.00** |
| | | |
| **2210** | **Improvement of Instruction Services** | |
| 300 | Consulting Services | 5,000.00 |
| 400 | Supplies | 400.00 |
| | **2210-Subtotal** | **5,400.00** |
| | | |
| | | |
| **4000** | **Payments to Other Governmental Units** | |
| 300 | Purchased Services | 10,000.00 |
| 300 | Purchased Services | 8,333.00 |
| | **4000-Subtotal** | **18,333.00** |
| | | |
| | **Grand Total** | **45,233.00** |

# FY24 STAMP Grant-IMA Allotment

| | FY24 | FY23 |
|---|---|---|
| **Grant Totals** | **$27,900** | **$ 6,100** |

**Scaling Transformative Advanced Manufacturing Pathways**




QUESTIONS

CENTRAL
UNIT SCHOOL DISTRICT 301

Northern Kane County
REGION 110
EDUCATION THAT WORKS

# MEMORANDUM

TO: Dr. Esther Mongan, Superintendent and Board of Education

FROM: Daina Pflug, Business Manager

DATE: July 17, 2023

RE: FY24 Northern Kane County Regional Vocational System Tentative Budget

Attached is the tentative budget for FY24. Listed below are some key points:

1. The budget is balanced with revenues and expenditures.

2. Revenues for the Federal Perkins V Grant increased from $611,156 to $677,270 for FY24. The CTEI Grant also had an increase in revenues from $1,151,201 to $1,320,526 and may be increased in the future depending on State funding.

3. The CTE Education Pathway Grant revenues decreased from $91,836 to $45,233 as this is only a four-year grant and we are spending down the total grant amount each year.

4. This year we also have a new revenue stream from the STAMP Grant (Scaling Transformative Advanced Manufacturing Pathways) from the Illinois Manufacturers Association. This total grant is $34,000 and will be used to fund work-based learning opportunities and summer internships for students.

5. Expenditures will be covered by a combination of all four of these grants.

CENTRAL
UNIT SCHOOL DISTRICT 301

Northern Kane County
REGION 110
EDUCATION THAT WORKS

**RESOLUTION TO ADOPT ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE NORTHERN KANE COUNTY REGIONAL VOCATIONAL SYSTEM FOR THE FISCAL YEAR JULY 1, 2023 AND ENDING JUNE 30, 2024**

WHEREAS, pursuant to the direction of the Board of Education of Central Community Unit School District No. 301, Kane and DeKalb Counties, Illinois, the Superintendent, the staff, and the Budget Committee acting as the fiscal agent for the Northern Kane County Regional Vocational System is prepared to tender a Budget and Appropriation Ordinance for the Northern Kane County Regional Vocational System for the school year beginning July 1, 2023; and

WHEREAS, said Tentative Budget and Appropriation Ordinance is now before the Board for its consideration and action.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of Central Community Unit School District No. 301, Kane and DeKalb Counties, Illinois, acting as the fiscal agent for the Northern Kane County Regional Vocational System, adopts the Tentative Budget and Appropriation Ordinance for the Northern Kane County Regional Vocational System.

BE IT RESOLVED by the Board of Education that the Tentative Budget and Appropriation Ordinance for the said for the Northern Kane County Regional Vocational System for the year beginning July 1, 2023 and ending June 30, 2024 will be on file and conveniently available for public inspection from and after 8:00 a.m., Daylight Savings time on July 18th, 2023 at the Board of Education office located at 275 South Street, Burlington, Illinois, until the time of hearing is hereinafter set out.

BE IT FURTHER RESOLVED that a public hearing on said Budget and Appropriation Ordinance for the Northern Kane County Regional Vocational System be held at 5:50 p.m. Central Daylight Savings Time on the 21st day of August, 2023 at the Board of Education office located at 275 South Street, Burlington, Illinois in the said Central Community Unit School District No. 301.

BE IT FURTHER RESOLVED that Notice of said hearing on said Budget and Appropriation Ordinance for the Northern Kane County Regional Vocational System be by publication of such notice in the Daily Herald, a daily secular newspaper published in Elgin, Illinois, said publication to be at least 30 days prior to the said public hearing.

| | |
|---|---|
| Jeff Gorman, President | Marc Falk, Secretary |
| Date | Date |

CENTRAL
UNIT SCHOOL DISTRICT 301

# MEMORANDUM

TO: Dr. Esther Mongan, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: July 17, 2023

RE: Adopt Resolution to Update Check Signers on All Checking Accounts

---

In order to update check signers on all of Central 301's and Northern Kane's checking accounts, a Government/Municipal/Public Funds Banking Resolution needs to be board approved and signed by the board. We will be removing Dr. Todd Stirn, Pam Israelson, Chris Testone, and updating Dr. Esther Mongan as the Superintendent on all accounts. Patrick Podgorski will be added to Central High School's Imprest and Activity checking accounts. A sample resolution is included in the board packet. Upon receiving the updated resolutions from the bank, we will forward on to the Board President for digital signature.

After board approval, all appropriate signatures and paperwork will be completed with Old Second Bank to complete this process.

# GOVERNMENT/MUNICIPAL/PUBLIC FUNDS BANKING RESOLUTION

(For Deposit Accounts)

**Depositor:**

Central Community Unit School Dist 301
PO Box 396
Burlington, IL 60109-0396

Account Number(s): 6889273, 7000524

**Financial Institution:**

Old Second National Bank
37 S. River Street
Aurora, IL 60506-4173

I, the undersigned Official of the Government, Municipal or Public Entity ("Entity") named above, HEREBY CERTIFY that the Entity is organized, exists and and is duly authorized to transact business under the laws of the state or jurisdiction where it is located.

Account Holder. The Entity named above is the complete and correct name of the Account Holder.

I FURTHER CERTIFY that at a meeting of the governing body of the Entity, duly and regularly called and held on ~~09/19/2022~~, the following resolutions were adopted:

RESOLVED, that the Financial Institution named above at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any 2 of the following named officers or employees of this Entity ("Agents"), whose actual signatures are shown below:

| Names | Titles | Signatures |
|---|---|---|
| Daina Pflug | Business Manager | X |
| Esther Mongan | ~~Deputy~~ Superintendent | X |
| ~~Christopher Testone~~ Patrick Podgorski | Principal | X |
| Theodore Juske | Athletic Director | X |
| | | X |
| | | X |
| | | X |
| | | X |
| | | X |
| | | X |

and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the Entity's accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the Resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED,

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by the Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above named Agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these Resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this Resolution. Any such notice shall not affect any items in process at the time notice is given.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

IN TESTIMONY WHEREOF, I have hereunto set my hand on ~~09/19/2022~~, and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

SEAL

X
*Official

X
*Co-Official

*NOTE: In case the Official is designated by the foregoing Resolutions as one of the signing agents, this certificate should also be signed by a second Official of the Entity.


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CENTRAL
UNIT SCHOOL DISTRICT 301

# MEMORANDUM

FROM: Ted Juske, Athletic/Activities Director

TO: District 301 Board of Education, Dr. Mongan, Superintendent

DATE: July 13, 2023

RE: Approval for Prom Venue/Contract with Pinstripes

---

I am requesting approval for the contracts with Pinstripes in South Barrington to host prom on April 20th, 2024 and April 26th 2025.

The Q Center was unavailable for the time frame we are looking at for 2023-2024 & 2024-2025, but the hope will be to return to the Q Center for the 2025-2026 school year. With our growing enrollment, Pinstripes offers the space needed to fit an anticipated group of around 450 individuals. Pricing for the venue is below for each year:

**April 20th, 2024**
$27,117.20

**April 26th, 2025**
$27,930.72 (Estimated increase of 3%)

CENTRAL
UNIT SCHOOL DISTRICT 301

# MEMORANDUM

TO: Board of Education, Superintendent Mongan

FROM: Dan Polowy, Facilities Director

DATE: July 14, 2023

RE: Concrete Bid Recommendation

---

On Wednesday, July 12th, we accepted bids for concrete work for the high school addition. An overview of the bids are attached.

We received four bids with the lowest responsible bid being from Ed Fogarty Concrete Construction in the amount of $799,920.00. While we have not worked with this company in the past ourselves, Shales McNutt, our construction management company, has used them for multiple large-scope projects and are comfortable working with them. It is our recommendation that we accept this bid.

**Central Community Unit School Disrict 301**
**High School Addition - BR#01**
**Wednesday, July 12, 2023**

**BID PACKAGE #03A -Building and Site Concrete**

| BIDDERS | BOND INCLUDED | ADDENDUM ACKNOWLEDGED | BASE BID | | | |
|---|---|---|---|---|---|---|
| Ed Fogarty Concrete Construction | X | X | $799,920.00 | | | |
| Manusos General Contracting, Inc | X | X | $1,018,000.00 | | | |
| Eagle Concrete, Inc | X | X | $859,600.00 | | | |
| Abbey Paving Co., Inc | X | X | $997,000.00 | | | |
| | | | | | | |
| | | | | | | |
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CENTRAL
UNIT SCHOOL DISTRICT 301

# MEMORANDUM

TO: Board of Education, Superintendent Mongan

FROM: Dan Polowy, Facilities Director

DATE: July 14, 2023

RE: Excavation and Site Utilities Bid Recommendation

---

On Wednesday, July 12th, we accepted bids for excavation and site utility work for the high school addition. An overview of the bids is attached.

We received three bids with the lowest responsible bid being from Stark and Son Trenching, Inc. in the amount of $319,319.00. We have worked with them multiple times in the past and are comfortable working with them again for this project. It is our recommendation that we accept this bid.

**Central Community Unit School District 301**
**High School Addition - BR#01**
**Wednesday, July 12, 2023**

CENTRAL SCHOOL DISTRICT 301

sm construction serv

**BID PACKAGE #31 - Excavation & Site Utilities**

| BIDDERS | BOND INCLUDED | ADDENDUM ACKNOWLEDGED | BASE BID | | |
|---|---|---|---|---|---|
| Stark and Son Trenching, Inc | X | X | $319,319.00 | | |
| Everst Excavating, Inc | X | X | $392,000.00 | | |
| Kane County Excavating | X | X | $409,360.00 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

CENTRAL
UNIT SCHOOL DISTRICT 301

**Tuesday, July 11, 2023**

Local Labs

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**To Whom it May Concern:**

Multiple requests under the Illinois Freedom of Information Act ("FOIA"), [5 ILCS 140/1 et seq.], have been received by Central Community Unit School District 301 via email. The below request was sent from an unverified email address and the alleged sender using the name "Vince Espi."

> *To whom it may concern,*
>
> *I am a news reporter from Prairie State Wire, a media organization committed to providing comprehensive and accurate news coverage on local governmental affairs. I am requesting the following records under the Illinois Freedom of Information Act, 5 ILCS 140, preferably in electronic format:*
>
> *1. Any contracts or agreements entered into between your school district and vendors providing Diversity, equity, and inclusion (DEI) services from January 1st, 2019, to the present day.*
> *2. Invoices, payment records, or financial documentation related to payments made to DEI vendors during the specified period.*
> *3. Any reports, assessments, or evaluations conducted by DEI vendors, including their findings and recommendations.*
> *4. Communications, including emails, letters, and memos, exchanged between your school district and DEI vendors, discussing the provision of services or any related matters.*
>
> *As a member of the media, I qualify for media exemptions under FOIA, which entitles me to access certain records for news reporting purposes.*
>
> *Please let me know if you have any questions,*
>
> *Vince Espi*
>
> *Prairie State Wire*

We have identified this email address as a potential source of phishing/suspect activity, and the District does not wish to reply to this email address for security reasons. Please verify whether "Vince Espi" works with your company, whether this request originated from your company and, if so, provide a more secure email address for the District's response.

The due date for the District to respond to your request will be tolled until we receive your response.

**Sincerely,**

**Matt Rodewald**
**Freedom of Information Act Officer**
**Director of Communications**

**Central Community Unit School District 301**
**275 South St.**
**Burlington, IL 60109**

CENTRAL
UNIT SCHOOL DISTRICT 301

**Mr. Davis**
jdavis723@proton.me

**Wednesday, June 21, 2023**

**Mr. Davis:**

Thank you for writing to Central Community Unit School District 301 (Central 301) with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On Tuesday, June 13, 2023, a request received by Central 301 sought the following records:

> *I am requesting the following information for all employees of the district who are IMRF Employees earning less than $75,000 annually or whom were otherwise not included on the FY21 annual EIS Administrator and Teacher Salary and Benefits Report:*
> - *Employment contract*
> - *Wages*
> - *Total compensation*
> - *Date hired*
> - *Hours worked annually*
>
> *Please provide this information in a format that is easy to read and analyze.*

Your request is denied in part.

Central 301 is denying your request, where as the information you seek would require the manual review of documents from potentially several hundred district employees and thus, as drafted, attempting to comply with this request would be unduly burdensome, as that phrase is used in section 3(g) of FOIA (5 ILCS 140/3(g)). We invite you to reduce your request to manageable proportions by, for instance, limiting the timeframe or by providing a narrow list of search terms for such information.

You have a right to have the denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

CENTRAL
UNIT SCHOOL DISTRICT 301

Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us

You also have the right to seek judicial review of your denial by filing a lawsuit in the State Circuit Court. 5 ILCS 140/11.

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

**Sincerely,**

**Matt Rodewald**
**FOIA Officer**
**Director of Communications**

**Central Community Unit School District 301**
**275 South St**
**Burlington, IL 60109**

CENTRAL
UNIT SCHOOL DISTRICT 301

**Monday, June 26, 2023**

**Dave Chapman**
President
Central Education Association
2250 Point Blvd.
#400
847.428.7640
davidchapmancea@gmail.com

---

**Dear Mr. Chapman,**

Thank you for writing to Central Community School District 301 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

In a request received by Central Community Unit School District 301 (Central 301) on Friday, June 16, 2023, you requested the following records:

> *Any and all contracts, invoices, and expenses related to the District's use of Embarc and Otus*

Your request is granted in part. Please review the attachment that contains the information you requested.

**Sincerely,**

**Matt Rodewald**
**Freedom of Information Act Officer**
**Director of Communications**

**Central Community Unit School District 301**
**275 South St.**
**Burlington, IL 60109**

CENTRAL
UNIT SCHOOL DISTRICT 301

**Monday, June 26, 2023**

**Dave Chapman**
President
Central Education Association
2250 Point Blvd.
#400
847.428.7640
davidchapmancea@gmail.com

---

**Dear Mr. Chapman,**

Thank you for writing to Central Community School District 301 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

In a request received by Central Community Unit School District 301 (Central 301) on Friday, June 16, 2023, you requested the following records:

> *Any and all invoices from Hodges, Loizzi, Eisenhammer, Rodick, & Kohn LLP related to the CEA grievances on Internal Substitution filed on December 1, 2021 and March 15, 2022. Also, requested is any other expenses incurred by said settlement of grievances.*
>
> *Any and all invoices from Hodges, Loizzi, Eisenhammer, Rodick, & Kohn LLP related to the CEA grievance on Course Approval filed on April 11, 2023. Also, requested is any other expenses incurred by said grievance.*

Your request is granted in part and denied in part as follows. Enclosed please find a copy of the documents that you requested (with redactions as noted below). Please note that for the enclosed documents, to assist you in identifying the requested information, we removed completely (in white) any entries within the invoices that are wholly unrelated to the subject(s) of your requests, leaving only the responsive time entries with the specific redactions explained below. Some of the responsive time entries also contain references to matters in addition to the matters identified in your request, but they could not be further broken down.

The District is denying your request for the redacted portions of the bills, which are protected by the attorney-client privilege. FOIA Section 7(1)(m) exempts communications between a public body and an attorney representing the public body that would not be subject to discovery in litigation. 5 ILCS 140/7(1)(m). Illinois courts have recognized that attorney billing records contain explanations for legal fees that indicate the type of work done and matters discussed between the attorney and client that are protected by the attorney-client privilege. People ex rel. Ulrich v. Stukel, 294 Ill. App. 3d 193, 201 (1 st Dist. 1997) (citing to Matter of Witnesses Before the Special March 1980 Grand Jury, 729 F.2d 489, 495 (7 th Cir. 1984) (privilege covers attorney "bills, ledgers, statements, time records and the like which also reveal the nature of the services provided"). In addition, the Public Access Counselor has allowed attorney invoices to be significantly redacted. See Public Access Opinion Nos. 14-002 (April 15, 2014) and 12-005 (March 12, 2012). In PAC Opinion 14-002, the PAC stated:

> *"Some entries identify subjects of research or details of other tasks performed, the identities of specific individuals with whom attorneys met, and topics of discussion during those meetings. In contrast, other billing entries contain only general descriptions of services performed, such as holding a telephone conference, exchanging emails, or drafting and revising a memo. To the extent that individual billing*

CENTRAL
UNIT SCHOOL DISTRICT 301

*entries include detailed descriptions of legal services that reveal privileged information, those descriptions may be redacted from the invoices."*

PAC Opinion No. 14-002, at 5.

Here, the blacked-out portions within the detailed attorney time entries reflect attorney-client privileged communications and/or work product that would not be subject to discovery in litigation, and these portions are exempt within the letter and spirit of the PAC's published guidance on this subject. In addition, many of the redactions are also supported by other exemptions, including (but not limited to) FOIA Sections 7(1)(f) and 7(1)(p).

You have a right to have the partial denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this partial denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this partial denial letter when filing a Request for Review with the PAC. You also have the right to seek judicial review of your partial denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

As the District's FOIA Officer, I am responsible for the District's response to your request, in consultation with legal counsel (Steve Richart and Chris Hoffman). This letter and enclosures are intended to be fully responsive to your specific requests. If I have misunderstood your request in any way, please clarify your request in writing to me.

**Sincerely,**

**Matt Rodewald**
**Freedom of Information Act Officer**
**Director of Communications**

**Central Community Unit School District 301**
**275 South St.**
**Burlington, IL 60109**

CENTRAL
UNIT SCHOOL DISTRICT 301

**Monday, June 26, 2023**

**Katherine Smyser**
Senior Producer, Investigations
NBC Chicago and Telemundo Chicago
454 North Columbus Drive
Chicago, IL 60611-5555
O: 312.836.3187
C: 847.309.2882
Katy.Smyser@nbcuni.com

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**Dear Ms. Smyser,**

Thank you for writing to Central Community School District 301 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

In a request received by Central Community Unit School District 301 (Central 301) on Friday, June 16, 2023, you requested the following records:

> *I am making this request of several hundred public agencies and entities in Illinois – mostly in the Chicago area – and including Central Community Unit School District 301 -- as part of a project I am working on, on the costs of challenges to the release of public records.*
>
> *Please provide me with the following material:*
>
> *1) All settlement agreements resolving any Freedom of Information Act (FOIA) lawsuits;*
> *2) All judgments or other court orders requiring you to pay attorney fees, costs, and/or civil penalties in any FOIA lawsuits;*
> *3) All invoices from law firms for work on any FOIA lawsuits or Public Access Counselor reviews, where the lawsuit or the PAC review was ultimately decided in favor of the requestor;*
> *4) All claims made to an insurance company for coverage involving a FOIA action;*
> *5) All studies, reports, or other records calculating or referencing the cost of FOIA lawsuits or PAC reviews on an annual or other time-period basis.*
>
> *I am requesting all such records from January 1, 2013 to the present.*

Your request is granted in part. However, we as a public body have not engaged in settlement agreements, judgments, required any invoices to challenges in which the requestor received favor, been held to any court order, claims submitted to insurance partners, or have had any history of costs related to FOIA over the 10-year stretch you've requested.

Therefore, we do not have any pertinent information to provide to you regarding your request.

**Sincerely,**

**Matt Rodewald**
**Freedom of Information Act Officer**
**Director of Communications**

**Central Community Unit School District 301**
**275 South St.**
**Burlington, IL 60109**

Central 301 Board of Education Meeting
Executive Session Minutes

Where: Central CUSD #301 District Office
Date: February 21, 2023
Time: 6:25 p.m.

President Gorman read the exemptions to be covered during the Executive session:
*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 legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2(c)(7)]. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. [5 ILCS 120/2(c)(5)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds than an action is probably or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)]. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. [5 ILCS 120/2(c)(21)].*

Present are Mandi Bavaro, Dr. Matthew Haug, Mike Potsic, Dr. Eric Nolan, Mitch Penar, Laura Rabe, Jeff Gorman, Dr. Todd Stirn, Marc Falk, Junaid Afeef, Dornetria Hemphill, Dr. Esther Mongan.

Student Services Director Potsic discussed specialized programs currently housed in the District and options for adjustments moving forward.

The Board discussed complaints filed against the District.

Dr. Mongan updated the Board on ongoing CEA safety complaints.

Dr. Haug discussed an investigation related to District personnel that resulted in disciplinary action and a subsequent resignation.

Dr. Mongan shared information regarding a probationary teacher who was released for performance.

Dr. Haug discussed a grievance filed by CEA regarding the completion of evaluations which was denied.

Dr. Mongan shared information regarding a student discipline concern that occurred outside of school that resulted in discipline per the code of conduct. The Board discussed expectations for discipline related to athletics.

The Board discussed an administrative opening that has been posted.

The Board discussed Dr. Mongan's evaluation.

Central 301 Board of Education Meeting
Executive Session Minutes

Where: Central CUSD #301 District Office
Date: March 20, 2023
Time: 6:50 p.m.

President Gorman read the exemptions for the executive session:
*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 legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Student disciplinary cases [5 ILCS 120/2(c)(9)]. 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)].*

Present are: Ted Juske, Dr. Esther Mongan, Dornetria Hemphill, Junaid Afeef, Marc Falk, Dr. Todd Stirn, Jeff Gorman, Laura Rabe, Mitch Penar, Dr. Eric Nolan, Dr. Matthew Haug, Mandi Bavaro.

Athletics and Activities Director Juske participated in a discussion with the Board about discipline and the Student Code of Conduct for athletics and activities.

Dr. Haug discussed with the Board the possibility of shifting to multi-year contracts for some District administrators.

Dr. Stirn updated the Board on recent discipline issues.

The Board met with Dr. Mongan to review her performance evaluation.

Central 301 Board of Education Meeting
Executive Session Minutes

Where: Central CUSD #301 District Office
Date: April 17, 2023
Time: 6:53 p.m.

President Gorman read the exemptions for the executive session:
*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 legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Student disciplinary cases [5 ILCS 120/2(c)(9)]. 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)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds than an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)].*

Present are: Mandi Bavaro, Matthew Haug, Eric Nolan, Mitch Penar, Laura Rabe, Jeff Gorman, Todd Stirn, Marc Falk, Junaid Afeef, Esther Mongan, Rebecca Jurs, Christine Barr.

Dr. Stirn reviewed a discipline case that resulted in a suspension and a subsequent suspension hearing.

Dr. Stirn reviewed a second discipline case that resulted in a suspension and a subsequent suspension hearing.

Dr. Stirn reviewed a third discipline case that resulted in a suspension and a subsequent suspension hearing. Dr. Jurs and Ms. Barr left following this discussion.

Dr. Mongan shared an update regarding a staff discipline issue.

Dr. Mongan shared information regarding a legal case brought against the district.

Dr. Mongan provided an update on the CHS principal search.

CENTRAL
UNIT SCHOOL DISTRICT 301

**CCUSD #301 Personnel Report**
**April 24, 2023**

**Rehire – Certified**

| Name | School | Position |
|---|---|---|
| Schmitt, Adam | CHS | PE Teacher |

**Voluntary Transfer – Certified**

| Name | School | Position |
|---|---|---|
| Coughlan, Jordan | PV | 3rd Grade Teacher |
| Engle, Graydon | DO | Director of Grants |
| Nowicki, Kristen | DO | Student Services Coordinator PK/PV |
| Parikh, Purvi | DO | Student Services Coordinator CT/HBT/LL |
| Podgorski, Patrick | CHS | Principal |
| Suerth, Stacy | DO | Student Services Coordinator CHS/CMS |

**Voluntary Transfer – Non-Certified**

| Name | School | Position |
|---|---|---|
| VonSchnase, Jessica | Food Services | Food Service Director |

**Leave of Absence – Non-Certified**

| Name | School | Position | Effective Date |
|---|---|---|---|
| Boga, Bienvenida | Transportation | Bus Driver | 3/23/2023 to 4/24/2023 |

Central 301 Board of Education Meeting
Executive Session Minutes

Where: Central CUSD #301 District Office
Date: May 15, 2023
Time: 6:59 p.m.

The Board entered into executive session for the following exemptions:
*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 legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Student disciplinary cases [5 ILCS 120/2(c)(9)]. 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)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds than an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)].*

Present are Esther Mongan, Dornetria Hemphill, Junaid Afeef, Marc Falk, Todd Stirn, Jeff Gorman, Morgan Pappas, Eric Nolan, Fred Vogt, Matthew Haug, Mandi Bavaro.

Two parents attended to share information relating to their student's suspension and to request a change to the consequence applied to their student. The parents left the meeting following making their comments.

The Board discussed the details of the suspension case.

CEA representatives entered the meeting and stated their names for the record. The Board heard statements regarding the denial of the step II grievance. CEA left the meeting following making their comments.

The Board discussed the details of the grievance.

Dr. Mongan shared information regarding another complaint by CEA.

Dr. Mongan shared information regarding a student concern.

Central 301 Board of Education Meeting
Executive Session Minutes

Where: Central CUSD #301 District Office
Date: June 20, 2023
Time: 7:19 p.m.

The Board adjourned to closed session for the following exemptions:
*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 legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Student disciplinary cases [5 ILCS 120/2(c)(9)]. 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)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)].*

Present in executive session are Dr. Esther Mongan, Dornetria Hemphill, Junaid Afeef, Marc Falk, Dr. Todd Stirn, Jeff Gorman, Dr. Eric Nolan, Dr. Morgan Pappas, Dr. Matthew Haug, Mandi Bavaro.

Dr. Haug brought an intermittent FMLA case to the Board for approval. The Board approved the leave.

Dr. Mongan shared that CEA has requested that we move forward with arbitration for the grievance that the Board denied last month.

Dr. Haug shared information regarding a claim against a teacher that was investigated and determined to be unfounded.

The Board discussed a couple of personnel changes.