Board of Education Meeting

Monday, July 15, 2024 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 17, 2024
Special Meeting July 9, 2024
2) Treasurer's Reports
3) Payment of Bills
4) Payment of Bills - Northern Kane County Regional Vocational System
5) Board Policies 2:260, 4:160, 6:50, 6:60, 6:160, 7:10, 7:15, 7:20, 7:50, 7:70, 7:160, 7:185, 7:220, 7:250, 7:290, 7:305
6) Personnel Report
B. Approve Biology Textbook Adoption
C. Approve Chemistry Textbook Adoption
D. Approve Veterinary Affiliation Agreements
Renewals: Companion Animal Speciality and Emergency (CASE), Kendall Road Animal Hospital
E. Approve Northwestern Illinois Association (NIA) Executive Board Ballot
F. Approve Tentative Northern Kane Regional Vocational System EFE Budget
G. Approve IDOT Serious Safety Hazard Findings for Six Locations within the District (CHS, PKMS, PV, LL, CMS, HBT)
H. Approve Paving Bid
5. **Information Items**
A. Facilities Update
B. Recommendation for Handbook Revisions
6. **Freedom of Information Act**
A. Ms. Kurtz - We received a request for the contract and documentation requested from and provided to RSP for the enrollment and capacity analyses.
B. Ms. Schutta - We received a request for bid results and alternate bids for the classroom addition at CHS, including alternate bids accepted.
C. Ms. Schutta - We received a request for the Steering Committee minutes and documents.
D. Ms. Welch - We received a request for all email communications between any Board of Education members and Dr. Mongan between Sep. 1, 2023 and Oct. 18, 2023.
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)]. 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 selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance [5 ILCS 120/2(c)(3)]. Student disciplinary cases [5 ILCS 120/2(c)(9)]. 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/(c)(11)]. 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) Approval of June 17, 2024 Executive Session Minutes

2) Approval of July 9, 2024 Executive Session Minutes

3) Action on Semi-Annual Review of Closed Minutes

9. **Adjourn**

Central Community Unit School District 301
Board of Education Minutes

Where:	Central CUSD #301 District Office	Meeting:	Regular
Date:	June 17, 2024	Time:	6:00 p.m.

Board Members Present	
Junaid Afeef	Y
Marc Falk	Y
Dornetria Hemphill	Y
Eric Nolan	Y
Morgan Pappas	Y
Jeff Gorman	Y

Administrators Present	
Esther Mongan	Y
Matthew Haug	Y
Daina Pflug	Y
Christine Barr	N
Shayne Birkmeier	N
Stephen Buchs	N
Daniel Carpenter	N
Graydon Engle	N
Sarah Farrington	N
Jesse Hawley	N
Ted Juske	Y
Theresa Kolkebeck	Y
Kim Lewis	Y
Megan Minehart	N
Matt Newquist	Y
Sarah Nolan	N
Alex Paszt	Y
Edgar Pereda	N
Patrick Podgorski	N
Dan Polowy	Y
Pam Porto	N
Mike Potsic	N
Curtis Price	N
Tamara Proberts	N
Matt Rodewald	Y
Melissa Rourke	N
Vicki Shadel	Y
Erica Snyder	Y
Andrew Speiden	N
Laura Taubery	N
Brian Tobin	Y
Jessica VonSchnase	Y

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

Present: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman
Absent: None

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

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

Consent Agenda	Motion by Falk, second by Pappas, to approve the consent agenda as presented. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Approve Boys Track Overnight Trip	Motion by Falk, second by Hemphill, to approve the boys track team overnight trip to the IHSA State Track & Field Competition at Eastern Illinois University that occurred May 23-25, 2024. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Approve Donation of PE Supplies	Motion by Afeef, second by Pappas, to approve the donation of PE supplies to Central High School. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Approve Addendum to Real Estate Purchase Agreement	Motion by Hemphill, second by Afeef, to approve the Addendum to Real Estate Purchase Agreement for the Rohrsen Property. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Approve Addendum to Cash Farm Lease Agreement	Motion by Nolan, second by Pappas, to approve the Addendum to Illinois Cash Farm Lease Agreement for the Rohrsen property. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Approve Bus Fuel Bid	Motion by Afeef, second by Hemphill, to approve the bus fuel bid for the 2024-2025 school year. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Approve Financial Depositories	Motion by Hemphill, second by Afeef, to approve the depositories for school funds for Central 301 for the 2024-2025 fiscal year. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None

Approve Northern Kane Financial Depositories	Motion by Hemphill, second by Pappas, to approve the depositories for school funds for the 2024-2025 fiscal year for the Northern Kane County Regional Vocational System. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Approve Student Activity Fund Treasurer	Motion by Afeef, second by Falk, to approve the appointment of Daina Pflug as the treasurer for student activity funds for the 2024-2025 school year. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Appoint Audit Committee	Motion by Nolan, second by Pappas, to approve members Nolan and Falk as audit committee. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Appoint Northern Kane Audit Committee	Motion by Falk, second by Pappas, to approve members Nolan and Falk as audit committee for the Northern Kane County Regional Vocational System. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Appoint Persons to Prepare Tentative Budget	Motion by Hemphill, second by Nolan, to appoint Daina Pflug to prepare the tentative budget for Central 301. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Appoint Persons to Prepare Northern Kane Tentative Budget	Motion by Nolan, second by Hemphill, to appoint Daina Pflug to prepare the tentative budget for the Northern Kane County Regional Vocational System. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Approve Resolution Designating Interest in the Education Fund, Operations and Maintenance Fund, Transportation Fund, and Working Cash Funds	Motion by Hemphill, second by Pappas, to approve the resolution designating interest in the education fund, operations and maintenance fund, transportation fund, and working cash funds. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None

Approve Resolution Authorizing Payment of Custodial/ Maintenance Salaries and Utilities from Operations and Maintenance Fund in Lieu of Education Fund	Motion by Falk, second by Afeef, to approve the resolution authorizing payment of custodial/maintenance salaries and utilities from Operations and Maintenance Fund in lieu of Education Fund.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Gorman
	Voting no:	None
	Absent:	None
Approve Working Cash Fund Abatement Resolution or Waiver of Policy 4:10 Limit on Expenditures in Excess of Budgeted Amounts	Motion by Falk, second by Pappas, to approve the waiver of Board policy 4:10 limit on expenditures in excess of budgeted amounts.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Gorman
	Voting no:	None
	Absent:	None
Approve Contracts with Public Vendors that Exceed $1000 Net Revenue	Motion by Afeef, second by Hemphill, to approve contracts with public vendors that exceed $1000 net revenue.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Gorman
	Voting no:	None
	Absent:	None
Approve School Lunch Fees for 2024-2025	Motion by Hemphill, second by Nolan, to approve school lunch fees for the 2024-2025 school year.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Gorman
	Voting no:	None
	Absent:	None
Approve Veterinary Affiliation Agreements	Motion by Nolan, second by Afeef, to approve the renewal of veterinary affiliation agreements: Animal Care Clinic of Randall Pointe, Animal Care Clinic of Pingree Grove, Animal Clinic of South Elgin, Army Trail Animal Hospital LLC, Autumn Green Animal Hospital, Dundee Animal Hospital of Elgin, Elgin Animal Clinic, Loyal Companions Animal Hospital and Pet Resort, Meadow View Veterinary Clinic, Pet Vet Animal Clinic & Mobile Practice, Spring Hill Veterinary Clinic, Tails Humane Society.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Gorman
	Voting no:	None
	Absent:	None
Approve Mid-Valley Classroom Agreement for 2024-2025 School Year	Motion by Hemphill, second by Pappas, to approve the Mid-Valley Classroom Agreement for the 2024-2025 school year.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Gorman
	Voting no:	None
	Absent:	None

Approve 2024-2025 Board Meeting Dates	Motion by Pappas, second by Hemphill, to approve the Board meeting dates for the 2024-2025 school year. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Executive Session	Motion by Nolan, second by Pappas, to adjourn open session and move into executive session at 7:01 p.m. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Open Session	Motion by Nolan, second by Afeef, to adjourn executive session and return to open session at 8:02 p.m. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Approve May 20, 2024 Executive Session Minutes	Motion by Falk, second by Pappas, to approve the May 20, 2024 Executive Session Minutes. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None
Adjourn	Motion by Nolan, second by Pappas, to adjourn at 8:02 p.m. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman Voting no: None Absent: None

BOE Meeting

1. Meeting Call to Order
   - 1.A Roll Call
   - 1.B Approval of Agenda - The Board approved the agenda as presented.
2. Pledge of Allegiance
3. Public Open Forum
   - 3.A Recognition of Visitors – President Gorman and Superintendent Mongan welcomed attendees and those watching remotely.
   - 3.B Public Comments – Public comments were shared regarding transgender issues, concerns about House Bill 4582, RSP studies, the sale of Rohrsen property, teacher turnover, growth projections, and appreciation for the work of the Board.
4. Action Items
   - 4.A Consent Agenda – Business Manager Pflug reviewed the revenues and expenditures. The District has not received any new impact or transition fees since the last Board meeting. The bills payable

reports for both Central and Northern Kane are typical for June and include many invoices as schools are putting in orders for next school year. We also have bond interest payments and the property and casualty insurance payment included with the bills this month.

4.B Approve Boys Track Overnight Trip – Athletics and Activities Director Juske shared that one student qualified for the State track contest May 23-25, 2024. Several coaches attended due to the retirement of Mr. Schmidt and Mr. Morgan learning the new role.

4.C Approve Donation of PE Supplies – Business Manager Pflug shared that CHS was offered a donation of 100 new yoga mats from a local business owner valued at $870.

4.D Approve Addendum to Real Estate Purchase Agreement – Superintendent Mongan explained that Mr. Meyer covered our prorated portion of taxes in the purchase of the Rohrsen Property.

4.E Approve Addendum to Cash Farm Lease Agreement – Superintendent Mongan shared that this amendment is due to Mr. Meyer farming the Rohrsen property prior to the closing.

4.F Approve Bus Fuel Bid – Business Manager Pflug shared that we received four bids for bus fuel. Feece Oil had the lowest responsible bid with no price markup adjustment per gallon, providing an estimated savings of $20,800 for the District.

4.G Approve Financial Depositories – Business Manager Pflug explained that the Board must annually approve the financial depositories for the new fiscal year. The primary depositories for Central 301 are Old Second Bank, the Illinois Funds, and PMA Securities, Inc.

4.H Approve Northern Kane Financial Depositories – Business Manager Pflug explained that this is an annual requirement and the primary depository for the Northern Kane County Regional Vocational System is Old Second Bank.

4.I Approve Student Activity Fund Treasurer – Business Manager Pflug explained that the Board must annually appoint the student activity fund treasurer and recommended that she be appointed as treasurer.

4.J Appoint Audit Committee – Business Manager Pflug explained that this is an annual requirement. Members Nolan and Falk volunteered to serve on this committee as they have in the past.

4.K Approve Northern Kane Audit Committee – Business Manager Pflug explained that this is an annual requirement. Members Nolan and Falk volunteered to serve on this committee as they have in the past.

4.L Appoint Persons to Prepare Tentative Budget – Business Manager Pflug recommended that she be appointed to prepare the tentative budget.

4.M Approve Board Certified Delegated Authority NKCRVS – Business Manager Pflug recommended that she be appointed to prepare the tentative budget for Northern Kane EFE 110.

4.N Approve Resolution Designating Interest in the Education Fund, Operations and Maintenance Fund, Transportation Fund, and Working Cash Funds – Business Manager Pflug explained that this is an annual resolution to prevent interest monies in the four main operating funds from becoming principal.

4.O Approve Resolution Authorizing Payment of Custodial/Maintenance Salaries and Utilities from Operations and Maintenance Fund in Lieu of Education Fund - Business Manager Pflug explained that this is an annual resolution that authorizes the District to pay salaries for facilities personnel and utilities from the Operations & Maintenance Fund rather than the Education Fund.

4.P Approve Working Cash Fund Abatement Resolution or Waiver of Policy 4:10 Limit on Expenditures in Excess of Budgeted Amounts - Business Manager Pflug explained that while there are sufficient funds, the Operations and Maintenance Fund's expenditures will be in excess of budgeted amounts and that the Board could either approve a resolution to abate working cash funds or waive the Board policy 4:10 limit on expenditures of budgeted amounts to allow us to hold onto reserves. The Board voted to waive the Board policy 4:10 limit on expenditures of budgeted amounts.

4.Q Approve Contracts with Public Vendors that Exceed $1000 Net Revenue - Business Manager Pflug explained that this is an annual process in which the Board approves contracts with public vendors that may exceed $1,000 in revenue in the upcoming school year.

4.R Approve School Lunch Fees for 2024-2025 - The Board approved the $0.20 increase in paid school lunch fees for the 2024-2025 school year.

4.S Approve Veterinary Affiliation Agreements - The Board approved the affiliation agreement renewals with Animal Care Clinic of Randall Pointe, Animal Care Clinic of Pingree Grove, Animal Clinic of South Elgin, Army Trail Animal Hospital LLC, Autumn Green Animal Hospital, Dundee Animal Hospital of Elgin, Elgin Animal Clinic, Loyal Companions Animal Hospital and Pet Resort, Meadow View Veterinary Clinic, Pet Vet Animal Clinic & Mobile Practice, Spring Hill Veterinary Clinic, and Tails Humane Society for the 2024-2025 school year.

4.T Approve Mid-Valley Classroom Agreement for 2024-2025 School Year - Superintendent Mongan shared that, due to the growing needs of our students, we will be adding Mid-Valley classrooms at Prairie View Grade School and Central High School to support our families within the District.

4.U Approve 2024-2025 Board Meeting Dates - Superintendent Mongan explained that we adjusted the date for the September Board meeting to accommodate the budget posting requirements. Additionally, the Board will meet on the third Tuesdays in January and February due to holidays.

5. Information Items

5.A Natural Gas Bid Update - Business Manager Pflug shared that the Board authorized the District to execute an agreement for natural gas rates. They refreshed three times to try to reduce the rate. As the rates were higher than average, we signed a 2-year agreement at $0.3973/therm in lieu of a 4-year agreement.

5.B Facilities Update – Facilities Director Polowy shared that the department is busy with summer cleaning and work to prepare buildings for the upcoming school year. They were able to hire 13 summer workers, which is a record number and a big help to the department. We have encountered a delay in HVAC equipment which they are trying to work through. The LL and facilities building generator projects have been completed and the electrical work for generators at PV and HBT has started. Playground asphalt work will be completed at LL and HBT this summer and sealcoating has been started across the District.

5.C Athletics and Activities Update – Athletics and Activities Director Juske shared that the spring athletics were a huge success with girls soccer taking 4th place in the State competition. He thanked the community for the tremendous turnout at the games for both soccer and baseball earlier this month. Lacrosse completed its first season and competed against schools that have

had programs for much longer. Many of our teams are close to reaching higher brackets. They have increased participation in activities at CHS and approximately 70% of students are involved in athletics and/or activities. He thanked the facilities department for supporting the athletic camps by mapping out traffic flow while preparing for the Plato Road project.

5.D RSP Update – Superintendent Mongan shared that she has been working with RSP to get a signed contract for the enrollment and facilities studies. Our legal teams have been working through FOIA language in order to ensure RSP can keep their proprietary information safe. We have started pulling data they will need so that we can move quickly once we have a signed contract. We still anticipate having reports completed in August.

5.E Kane EFE 110 Work-Based Learning Update - EFE Director Stroh shared that this is the third year that the EFE has offered summer internships and we continue to see increased participation, with 24 Central students participating this year. All participating districts agreed to one MOU.

5.F Handbook Update - Superintendent Mongan shared that we are merging all levels of handbooks into one common handbook and linking in the applicable Board policies as a convenience to our families. The 2024-2025 handbook will be presented as information in July and will come for Board approval in August prior to the first day of school.

5.G Board Member Vacancy – President Gorman shared that we had a Board member resign and applications for the vacant seat are being accepted. The appointed member will fill the seat through next spring, at which time a 2-year term will be on the ballot. Due to currently having three seated members from Plato Township, we cannot appoint a candidate from Plato Township.

5.H Northwestern Illinois Association (NIA) Executive Board Ballot - Superintendent Mongan explained that we have been a member of NIA for many years. The Articles of Agreement call for member districts to elect the Directors of Special Education and At-large Members in even numbered years. The Board will vote on the ballot at the July Board meeting.

6. Freedom of Information Act

6.A Mr. Arvayo - We received a request for invoices/receipts for paint purchases made by the District over the past five years. – We were able to comply with the request.

6.B SmartProcure - We received a request for purchasing records from 4/27/2023 through 4/29/2024. – We were able to comply with the request.

6.C CEA - We received a request for invoices from our legal counsel related to the CEA grievance filed on April 11, 2023 along with any other expenses incurred by the grievance. – We were able to comply with the request in part, but it was denied in part as some documents were redacted due to being protected by attorney-client privilege.

6.D Ms. Martinez - We received a request for purchase orders and communications between vendors, SMC and the District for furniture, fixtures, HVAC and electrical components showing supply chain delays with estimated delivery. - We were able to comply with the request, but redacted personal email addresses.

6.E Ms. Karavasis - We received a request for written comments provided to the District from the 2-point post-election survey and the post-election survey in April 2023. - We were able to comply with the request; however, we redacted personal names, phone numbers, and email addresses.

7. Executive Session

7.A Adjourn to Closed Session - The Board adjourned to closed session to hear information regarding exceptions 2(c)(1), 2(c)(2), 2(c)(3) and 2(c)(21).

8. Open Session

8.A Adjourn Closed Session to Return to Open Session

8.B Action Items from Closed Session

8.B.1 Approval of May 20, 2024 Executive Session Minutes - The Board approved the Executive Session Minutes from the May 20, 2024 Board meeting.

9. Adjourn

_____ _____

Board President Board Secretary

Central Community Unit School District 301
Board of Education Minutes

Where:	Central CUSD #301 District Office	Meeting:	Special
Date:	July 9, 2024	Time:	5:00 p.m.

Board Members Present

Junaid Afeef	Y
Marc Falk	Y
Dornetria Hemphill	Y
Eric Nolan	Y
Morgan Pappas	Y
Jeff Gorman	Y

Roll Call — Roll was called at 5:21 p.m.

Present: Afeef, Falk, Hemphill, Nolan, Pappas, Gorman
Absent: None

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

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

Executive Session — Motion by Nolan, second by Afeef, to adjourn open session and move into executive session at 5:22 p.m.

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

Open Session — Motion by Afeef, second by Pappas, to adjourn executive session and return to open session at 8:42 p.m.

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

Adjourn — Motion by Afeef, second by Hemphill, to adjourn at 8:43 p.m.

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

BOE Meeting

1. Meeting Call to Order
   - 1.A Roll Call
   - 1.B Approval of Agenda - The Board approved the agenda as presented.

2. Public Open Forum
   2.A Public Comments – There were no public comments.

3. Executive Session
   3.A Adjourn to Closed Session - The Board adjourned to closed session to hear information regarding exception 2(c)(3).

4. Open Session
   4.A Adjourn Closed Session to Return to Open Session

5. Adjourn

_____ _____

Board President Board Secretary

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

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

FROM: Daina Pflug, Business Manager

DATE: July 15, 2024

RE: Board Financial Report

- The Revenue and Expenditure Summary Reports are included in your Board Packet. Revenues are currently at 105.08% compared to 101.90% a year ago. Expenditures are at 101.57% as compared to 99.99% a year ago. These percentages are pre-audited figures and may change after the audit is complete.

- Northern Kane's revenues exceeded expenditures by $17,001.72 for the year, which increases the fund balance to $445,179.

- The district received impact fees for $324,743.93 for 34 home starts for May. There were no transition fees received this month. Total impact fees came in over budget of $501,906 that went into the Capital Projects fund. Transition fees also came in over budget by $20,470.

- The bills payable reports for both Central 301 and Northern Kane are typical for the final June and the month of July. The reports include payments to Mid-Valley Special Ed Coop for tuition $3,359,893.95, bus leases totaling $2,279,939 to Midwest Transit and Santander Leasing, and Shales McNutt Construction for $1,164,762.04.

- We are preparing for our annual audit, which is scheduled to begin August 5th.

Impact Fee Analysis

Date	City/Village	Amount	Houses	Transition Fees	Fund	YTD	YTD
FY24		(Capital Projects/Debt Svc fund)		(Ed fund)			
7/24/2023	City of Elgin (June)	176,832.85	23	10,815.00	Debt Svc		
8/4/2023	City of Elgin (July)	180,868.94	20	0.00	Debt Svc		
9/18/2023	City of Elgin (Aug)	138,819.68	15	0.00	Debt Svc		
10/10/2023	City of Elgin (Sept)	77,817.32	11	0.00	Debt Svc/Cap Proj		
11/10/2023	City of Elgin (Oct)	123,632.15	13	0.00	Capital Projects		
12/12/2023	City of Elgin (Nov)	153,710.28	16	0.00	Capital Projects		
1/10/2024	City of Elgin (Dec)	77,969.08	11	0.00	Capital Projects		
2/13/2024	City of Elgin (Jan)	94,529.94	12	0.00	Capital Projects		
3/19/2024	City of Elgin (Feb)	21,883.24	3	0.00	Capital Projects		
4/11/2024	City of Elgin (Mar)	8,042.63	1	0.00	Capital Projects		
5/14/2024	City of Elgin (Apr)	123,055.96	19	39,655.00	Capital Projects		
6/20/2024	City of Elgin (May)	324,743.93	34	0.00	Capital Projects	1,501,906.00	178
Total FY24		**$ 1,501,906.00**	**178**	**$ 50,470.00**			
	Budget FY24-Cap Proj	486,350.00		30,000.00			
	Budget FY24-Debt Svc	513,650.00					
FY23		(Capital Projects/Debt Svc fund)		(Ed fund)			
7/11/2022	City of Elgin (June)	155,657.58	23	7,210.00	Debt Svc		
8/8/2022	City of Elgin (July)	215,312.61	25	0.00	Debt Svc		
9/12/2022	City of Elgin (Aug)	102,314.19	14	7,210.00	Debt Svc		
10/7/2022	City of Elgin (Sept)	116,694.00	15	0.00	Debt Svc/Cap Proj		
11/17/2022	City of Elgin (Oct)	50,046.00	9	0.00	Capital Projects		
12/20/2022	City of Elgin (Nov)	49,555.31	8	0.00	Capital Projects		
1/10/2022	City of Elgin (Dec)	35,062.12	5	0.00	Capital Projects		
2/10/2023	City of Elgin (Jan)	68,098.46	10	0.00	Capital Projects		
3/7/2023	City of Elgin (Feb)	36,518.05	6	0.00	Capital Projects		
4/7/2023	City of Elgin (Mar)	42,443.76	8	0.00	Capital Projects		
5/8/2023	City of Elgin (Apr)	97,222.19	13	0.00	Capital Projects		
6/12/2023	City of Elgin (May)	134,362.45	17	0.00	Capital Projects	1,103,286.72	153
Total FY23		**$ 1,103,286.72**	**153**	**$ 14,420.00**			
	Budget FY23-Cap Proj	900,000.00		55,000.00			
	Budget FY23-Debt Svc	515,800.00					
FY22		(Capital Projects/Debt Svc fund)		(Ed fund)			
7/13/2021	City of Elgin (June)	142,895.33	22	29,425.04	Debt Svc		
8/16/2021	City of Elgin (July)	72,627.88	14	0.00	Debt Svc		
10/5/2021	City of Elgin (Aug)	185,073.87	32	0.00	Debt Svc		
11/2/2021	City of Elgin (Sept)	56,813.62	10	4,190.04	Debt Svc		
11/8/2021	City of Elgin (Oct)	113,970.16	16	0.00	Debt Svc/Cap Proj		
12/6/2021	Kane County	3,454.40	2	0.00	Land Cash/Cap Proj		
12/13/2021	City of Elgin (Nov)	138,752.49	22	2,095.02	Capital Projects		
1/10/2022	City of Elgin (Dec)	121,286.29	15	0.00	Capital Projects		
2/8/2022	City of Elgin (Jan)	36,526.53	5	9,305.02	Capital Projects		
3/7/2022	City of Elgin (Feb)	106,896.38	18	9,305.02	Capital Projects		
4/12/2022	City of Elgin (Mar)	291,910.58	37	0.00	Capital Projects		
5/11/2022	City of Elgin (Apr)	271,003.52	30	0.00	Capital Projects		
6/17/2022	City of Elgin (May)	163,200.44	19	0.00	Capital Projects	1,704,411.49	242
Total FY22		**$ 1,704,411.49**	**242**	**$ 54,320.14**			
	Budget FY22-Cap Proj	478,000.00		140,000.00			
	Budget FY22-Debt Svc	522,000.00					

Central Community Unit School Dist. 301
Revenue Summary Report
June 2024

	2023-24 Original Budget	% of Fund	June MTD	2023-24 FYTD	Remaining Budget	FYTD Percent
10-Education Fund						
Total Local Revenue	44,744,579.00	59.71%	18,460,854.90	44,947,904.60	(203,325.60)	100.45%
Total State Revenue	25,795,166.00	34.42%	16,727,385.09	23,786,398.05	2,008,767.95	92.21%
Total Federal Revenue	4,394,851.00	5.86%	197,480.34	4,171,726.03	223,124.97	94.92%
Total Education Fund	**74,934,596.00**	**100.00%**	**35,385,720.33**	**72,906,028.68**	**2,028,567.32**	**97.29%**
20-O&M Fund						
Total Local Revenue	7,150,590.00	63.89%	3,220,880.34	7,568,794.58	(418,204.58)	105.85%
Total State Revenue	4,042,208.00	36.11%	1,096,247.97	6,081,973.95	(2,039,765.95)	150.46%
Total Federal Revenue	-	0.00%	-	245,891.16	(245,891.16)	0.00%
Total Other Revenue	-	0.00%	-	2,546,354.74	(2,546,354.74)	0.00%
Total O&M Fund	**11,192,798.00**	**100.00%**	**4,317,128.31**	**16,443,014.43**	**(5,250,216.43)**	**146.91%**
30-Debt Service Fund						
Total Local Revenue	9,393,341.00	100.00%	3,965,022.44	9,639,248.27	(245,907.27)	102.62%
Total Debt Service Fund	**9,393,341.00**	**100.00%**	**3,965,022.44**	**9,639,248.27**	**(245,907.27)**	**102.62%**
40-Transportation Fund						
Total Local Revenue	2,978,519.00	51.36%	1,379,534.30	3,249,479.61	(270,960.61)	109.10%
Total State Revenue	2,820,265.00	48.64%	688,889.09	3,454,757.54	(634,492.54)	122.50%
Total Federal Revenue	-	0.00%	-	6,208.00	(6,208.00)	0.00%
Total Transportation Fund	**5,798,784.00**	**100.00%**	**2,068,423.39**	**6,710,445.15**	**(911,661.15)**	**115.72%**
50-IMRF/SS Fund						
Total Local Revenue	1,984,100.00	100.00%	906,239.94	2,221,629.72	(237,529.72)	111.97%
Total IMRF/SS Fund	**1,984,100.00**	**100.00%**	**906,239.94**	**2,221,629.72**	**(237,529.72)**	**111.97%**
60-Capital Projects Fund						
Total Local Revenue	555,350.00	100.00%	337,594.78	1,172,821.58	(617,471.58)	211.19%
Total Capital Projects Fund	**555,350.00**	**100.00%**	**337,594.78**	**1,172,821.58**	**(617,471.58)**	**211.19%**
70-Working Cash Fund						
Total Local Revenue	146,810.00	100.00%	59,072.48	239,262.20	(92,452.20)	162.97%
Total Working Cash Fund	**146,810.00**	**100.00%**	**59,072.48**	**239,262.20**	**(92,452.20)**	**162.97%**
80-Tort Fund						
Total Local Revenue	999,374.00	100.00%	451,798.82	1,005,389.80	(6,015.80)	100.60%
Total Tort Fund	**999,374.00**	**100.00%**	**451,798.82**	**1,005,389.80**	**(6,015.80)**	**100.60%**
Revenue-All Funds						
1000 Total Local Revenue	67,952,663.00	64.71%	28,780,998.00	70,044,530.36	(2,091,867.36)	103.08%
3000 Total State Revenue	32,657,639.00	31.10%	18,512,522.15	33,323,129.54	(665,490.54)	102.04%
4000 Total Federal Revenue	4,394,851.00	4.19%	197,480.34	4,423,825.19	(28,974.19)	100.66%
7000 Total Other Revenue	-	0.00%	-	2,546,354.74	(2,546,354.74)	0.00%
Total Revenue-All Funds	**105,005,153.00**	**100.00%**	**47,491,000.49**	**110,337,839.83**	**(5,332,686.83)**	**105.08%**

Central Community Unit School Dist. 301
Revenue Detail Report
June 2024

Account Number	Description	2023-24 Original Budget	June MTD	2023-24 FYTD	Remaining Budget	FYTD Percent
10R000 1110 0000	TAXES	33,632,222.00	$ 15,014,830.62	$ 33,123,678.81	$ 508,543.19	98.49%
10R000 1140 0000	SPECIAL ED TAXES	6,924,957.00	$ 3,277,365.70	$ 7,093,938.93	$ (168,981.93)	102.44%
10R001 1510 0000	INTEREST	456,000.00	$ 56,785.45	$ 1,123,758.33	$ (667,758.33)	246.44%
10R002 1611 0000	LUNCH, STUDENTS	1,119,000.00	$ 4,612.58	$ 1,199,530.32	$ (80,530.32)	107.20%
10R002 1620 0000	LUNCH, ADULTS	2,500.00	$ -	$ -	$ 2,500.00	0.00%
10R000 1711 0000	ATHLETIC ADMISSION	55,000.00	$ -	$ 42,449.00	$ 12,551.00	77.18%
10R000 1720 0000	ATHLETIC PART FEE	146,000.00	$ 475.00	$ 153,835.00	$ (7,835.00)	105.37%
10R002 1720 0000	OTHER FEES	297,800.00	$ 7,048.40	$ 262,798.87	$ 35,001.13	88.25%
10R000 1799 0000	ACTIVITY ACCOUNTS REVENUE	545,000.00	$ 56,350.00	$ 677,031.32	$ (132,031.32)	124.23%
10R000 1811 0000	TEXTBOOK INCOME	900,000.00	$ 27,675.79	$ 614,481.70	$ 285,518.30	68.28%
10R000 1830 0000	TECHNOLOGY FEES	350,000.00	$ 14,643.50	$ 225,847.68	$ 124,152.32	64.53%
10R000 1930 0000	TRANSITION FEES	30,000.00	$ -	$ 50,470.00	$ (20,470.00)	168.23%
10R000 1950 0000	REFUND OF PRIOR YEAR EXPEND	100,000.00	$ -	$ 285,838.59	$ (185,838.59)	285.84%
10R000 1970 0000	DRIVERS ED B-T-W	66,100.00	$ 1,400.00	$ 16,692.00	$ 49,408.00	25.25%
10R002 1991 0000	CAREER PATHWAYS	70,000.00	$ -	$ 63,000.00	$ 7,000.00	90.00%
10R000 1999 0000	OTHER LOCAL REVENUES	50,000.00	$ (332.14)	$ 14,554.05	$ 35,445.95	29.11%
Total Local Revenue		**44,744,579.00**	**$ 18,460,854.90**	**$ 44,947,904.60**	**$ (203,325.60)**	**100.45%**
10R000 3001 0000	EVIDENCE-BASE FUNDING	8,066,540.00	$ -	$ 6,029,375.00	$ 2,037,165.00	74.75%
10R001 3001 0000	EVIDENCE-BASE FUNDING-MV COOP	250,000.00	$ -	$ 41,241.71	$ 208,758.29	16.50%
10R002 3001 0000	EVIDENCE BASED FUNDING-ALOP	95,000.00	$ 6,682.46	$ 66,824.60	$ 28,175.40	70.34%
10R000 3100 0000	SPECIAL ED - PRIVATE FACILITY	600,000.00	$ 161,525.57	$ 827,212.51	$ (227,212.51)	137.87%
10R000 3120 0000	SPECIAL ED - ORPHANAGE	59,730.00	$ -	$ 40,745.73	$ 18,984.27	68.22%
10R000 3220 0000	CAREER & TECHNICAL EDUCATION	42,927.00	$ 21,279.06	$ 96,472.04	$ (53,545.04)	224.74%
10R000 3235 0000	CTE AGRICULTURE EDUCATION	1,970.00	$ -	$ 3,627.00	$ (1,657.00)	184.11%
10R002 3235 0000	CTE FFA 3 CIRCLES GRANT	27,745.00	$ 30,812.00	$ 30,812.00	$ (3,067.00)	111.05%
10R000 3360 0000	STATE FREE LUNCH & BREAKFAST	1,000.00	$ 317.48	$ 4,055.26	$ (3,055.26)	405.53%
10R000 3370 0000	DRIVER ED	45,500.00	$ 6,768.52	$ 37,159.32	$ 8,340.68	81.67%
10R000 3998 0000	TRS-ON BEHALF PAYMENTS	16,500,000.00	$ 16,500,000.00	$ 16,500,000.00	$ -	100.00%
10R000 3999 0000	OTHER STATE REVENUE	100,747.00	$ -	$ 100,747.00	$ -	100.00%
10R001 3999 0000	LIBRARY GRANT	4,007.00	$ -	$ 8,125.88	$ (4,118.88)	202.79%
Total State Revenue		**25,795,166.00**	**$ 16,727,385.09**	**$ 23,786,398.05**	**$ 2,008,767.95**	**92.21%**
10R000 4210 0000	NAT'L SCHOOL LUNCH PROGRAM	610,000.00	$ 47,035.81	$ 533,259.02	$ 76,740.98	87.42%
10R000 4300 0000	TITLE I LOW INCOME	234,068.00	$ -	$ 206,325.00	$ 27,743.00	88.15%
10R000 4400 0000	TITLE IV-A SSAE GRANT	14,869.00	$ -	$ 13,653.00	$ 1,216.00	91.82%
10R000 4600 0000	IDEA PRESCHOOL	10,455.00	$ 633.00	$ 8,689.00	$ 1,766.00	83.11%
10R000 4620 0000	IDEA FLOW THROUGH	989,157.00	$ 33,525.00	$ 1,014,648.00	$ (25,491.00)	102.58%
10R000 4625 0000	IDEA FLOW THROUGH ROOM & BOARD	400,000.00	$ 65,217.06	$ 366,516.97	$ 33,483.03	91.63%
10R000 4745 0000	CARL PERKINS	20,950.00	$ 12,254.76	$ 40,471.53	$ (19,521.53)	193.18%
10R000 4905 0000	TITLE III IEP GRANT	12,612.00	$ -	$ 566.00	$ 12,046.00	4.49%
10R000 4909 0000	TITLE III ELL-TBE/TPI LIPLEPS	42,941.00	$ 965.00	$ 45,625.00	$ (2,684.00)	106.25%
10R000 4932 0000	TITLE II-TEACHER QUALITY	60,871.00	$ 4,736.00	$ 27,607.00	$ 33,264.00	45.35%
10R000 4991 0000	MEDICAID MATCHING-ADMIN OUTREACH	100,000.00	$ 33,113.71	$ 65,924.34	$ 34,075.66	65.92%
10R000 4992 0000	MEDICAID MATCHING-FEE FOR SVC	290,000.00	$ -	$ 141,731.17	$ 148,268.83	48.87%
10R001 4998 0000	ESSER DIGITAL EQUITY GRANT	1,584,000.00	$ -	$ 1,584,000.00	$ -	100.00%
10R003 4998 0000	ESSER III GRANT (ARP)	23,128.00	$ -	$ 120,768.00	$ (97,640.00)	522.17%
10R004 4998 0000	ARP IDEA FLOW-THROUGH	-	$ -	$ 139.00	$ (139.00)	0.00%
10R005 4998 0000	ARP IDEA PRESCHOOL	1,800.00	$ -	$ 1,803.00	$ (3.00)	100.17%
Total Federal Revenue		**4,394,851.00**	**$ 197,480.34**	**$ 4,171,726.03**	**$ 223,124.97**	**94.92%**
Total Education Fund		**74,934,596.00**	**$ 35,385,720.33**	**$ 72,906,028.68**	**$ 2,028,567.32**	**97.29%**
20R000 1111 0000	TAXES	6,586,895.00	$ 3,203,654.49	$ 6,865,789.65	$ (278,894.65)	104.23%
20R000 1230 0000	CORP PERSONAL PROPERTY TAX	254,995.00	$ -	$ 199,125.32	$ 55,869.68	78.09%
20R001 1510 0000	INTEREST	190,700.00	$ 16,375.85	$ 372,871.24	$ (182,171.24)	195.53%
20R001 1720 0000	PARKING FEES	32,000.00	$ -	$ 30,500.00	$ 1,500.00	95.31%
20R000 1910 0000	RENTALS	48,000.00	$ 850.00	$ 87,713.50	$ (39,713.50)	182.74%
20R000 1950 0000	REFUND OF PRIOR YEAR EXPENDITURES	3,000.00	$ -	$ 5,902.67	$ (2,902.67)	196.76%
20R000 1999 0000	OTHER REVENUE	35,000.00	$ -	$ 6,892.20	$ 28,107.80	19.69%
Total Local Revenue		**7,150,590.00**	**$ 3,220,880.34**	**$ 7,568,794.58**	**$ (418,204.58)**	**105.85%**
20R000 3001 0000	EVIDENCE-BASE FUNDING	3,992,208.00	$ 1,096,247.97	$ 6,031,973.95	$ (2,039,765.95)	151.09%
20R000 3925 0000	SCHOOL MAINTENANCE GRANT	50,000.00	$ -	$ 50,000.00	$ -	100.00%
Total State Revenue		**4,042,208.00**	**$ 1,096,247.97**	**$ 6,081,973.95**	**$ (2,039,765.95)**	**150.46%**
20R000 4999 0000	OTHER REVENUE	-	$ -	$ 245,891.16	$ (245,891.16)	0.00%
Total Federal Revenue		**-**	**$ -**	**$ 245,891.16**	**$ (245,891.16)**	**0.00%**
20R000 7300 0000	SALE OR COMPENSATION FOR ASSET	-	$ -	$ 2,546,354.74	$ (2,546,354.74)	0.00%
Total Other Revenue		**-**	**$ -**	**$ 2,546,354.74**	**$ (2,546,354.74)**	**0.00%**
Total O&M Fund		**11,192,798.00**	**$ 4,317,128.31**	**$ 16,443,014.43**	**$ (5,250,216.43)**	**146.91%**

Central Community Unit School Dist. 301
Revenue Detail Report
June 2024

Account Number	Description	2023-24 Original Budget	June MTD	2023-24 FYTD	Remaining Budget	FYTD Percent
30R000 1112 0000	TAXES	8,814,821.00	$ 3,954,626.88	$ 8,905,890.26	$ (91,069.26)	101.03%
30R001 1510 0000	INTEREST	64,870.00	$ 10,395.56	$ 219,708.01	$ (154,838.01)	338.69%
30R000 1930 0000	IMPACT FEES	513,650.00	$ -	$ 513,650.00	$ -	100.00%
Total Local Revenue		**9,393,341.00**	**$ 3,965,022.44**	**$ 9,639,248.27**	**$ (245,907.27)**	**102.62%**
Total Debt Service Fund		**9,393,341.00**	**$ 3,965,022.44**	**$ 9,639,248.27**	**$ (245,907.27)**	**102.62%**
40R000 1113 0000	TAXES	2,848,619.00	$ 1,348,687.79	$ 2,920,113.05	$ (71,494.05)	102.51%
40R000 1415 0000	FIELD TRIP FEES	600.00	$ 2,117.00	$ 6,904.00	$ (6,304.00)	1150.67%
40R001 1510 0000	INTEREST	107,300.00	$ 28,729.51	$ 299,754.10	$ (192,454.10)	279.36%
40R000 1950 0000	PRIOR YEAR REFUND	17,000.00	$ -	$ 2,475.82	$ 14,524.18	14.56%
40R000 1999 0000	OTHER REVENUE	5,000.00	$ -	$ 20,232.64	$ (15,232.64)	404.65%
Total Local Revenue		**2,978,519.00**	**$ 1,379,534.30**	**$ 3,249,479.61**	**$ (270,960.61)**	**109.10%**
40R000 3500 0000	STATE AID, REGULAR	1,591,844.00	$ 439,683.83	$ 2,111,579.00	$ (519,735.00)	132.65%
40R000 3510 0000	STATE AID, SPECIAL ED	1,228,421.00	$ 249,205.26	$ 1,343,178.54	$ (114,757.54)	109.34%
Total State Revenue		**2,820,265.00**	**$ 688,889.09**	**$ 3,454,757.54**	**$ (634,492.54)**	**122.50%**
40R003 4998 0000	ESSER III GRANT (ARP)	-	$ -	$ 6,208.00	$ (6,208.00)	0.00%
Total Federal Revenue		**-**	**$ -**	**$ 6,208.00**	**$ (6,208.00)**	**0.00%**
Total Transportation Fund		**5,798,784.00**	**$ 2,068,423.39**	**$ 6,710,445.15**	**$ (911,661.15)**	**115.72%**
50R000 1114 0000	IMRF TAXES	918,375.00	$ 447,373.45	$ 966,723.38	$ (48,348.38)	105.26%
50R000 1151 0000	SOC SEC/MEDICARE TAXES	945,375.00	$ 447,373.45	$ 966,723.38	$ (21,348.38)	102.26%
50R000 1230 0000	CORP PERSONAL PROPERTY TAX	70,000.00	$ -	$ 101,366.76	$ (31,366.76)	144.81%
50R001 1510 0000	INTEREST	50,350.00	$ 11,493.04	$ 186,816.20	$ (136,466.20)	371.04%
Total Local Revenue		**1,984,100.00**	**$ 906,239.94**	**$ 2,221,629.72**	**$ (237,529.72)**	**111.97%**
Total IMRF/SS Fund		**1,984,100.00**	**$ 906,239.94**	**$ 2,221,629.72**	**$ (237,529.72)**	**111.97%**
60R001 1510 0000	INTEREST	69,000.00	$ 12,850.85	$ 184,565.58	$ (115,565.58)	267.49%
60R000 1930 0000	IMPACT FEES	486,350.00	$ 324,743.93	$ 988,256.00	$ (501,906.00)	203.20%
Total Local Revenue		**555,350.00**	**$ 337,594.78**	**$ 1,172,821.58**	**$ (617,471.58)**	**211.19%**
Total Capital Projects Fund		**555,350.00**	**$ 337,594.78**	**$ 1,172,821.58**	**$ (617,471.58)**	**211.19%**
70R000 1115 0000	TAXES	94,790.00	$ 45,013.57	$ 97,236.79	$ (2,446.79)	102.58%
70R001 1510 0000	INTEREST	52,020.00	$ 14,058.91	$ 142,025.41	$ (90,005.41)	273.02%
Total Local Revenue		**146,810.00**	**$ 59,072.48**	**$ 239,262.20**	**$ (92,452.20)**	**162.97%**
Total Working Cash Fund		**146,810.00**	**$ 59,072.48**	**$ 239,262.20**	**$ (92,452.20)**	**162.97%**
80R000 1120 0000	TAXES	945,374.00	$ 447,373.45	$ 966,723.38	$ (21,349.38)	102.26%
80R001 1510 0000	INTEREST	14,000.00	$ 4,425.37	$ 38,666.42	$ (24,666.42)	276.19%
80R000 1999 0000	REFUND PRIOR YEAR EXPENDITURES	40,000.00	$ -	$ -	$ 40,000.00	0.00%
Total Local Revenue		**999,374.00**	**$ 451,798.82**	**$ 1,005,389.80**	**$ (6,015.80)**	**100.60%**
Total Tort Fund		**999,374.00**	**$ 451,798.82**	**$ 1,005,389.80**	**$ (6,015.80)**	**100.60%**
	Revenue-All Funds					
1000	Total Local Revenue	67,952,663.00	$ 28,780,998.00	$ 70,044,530.36	$ (2,091,867.36)	103.08%
3000	Total State Revenue	32,657,639.00	$ 18,512,522.15	$ 33,323,129.54	$ (665,490.54)	102.04%
4000	Total Federal Revenue	4,394,851.00	$ 197,480.34	$ 4,423,825.19	$ (28,974.19)	100.66%
7000	Total Other Revenue	-	$ -	$ 2,546,354.74	$ (2,546,354.74)	0.00%
	Total Revenue-All Funds	**105,005,153.00**	**$ 47,491,000.49**	**$ 110,337,839.83**	**$ (5,332,686.83)**	**105.08%**

Central Community Unit School Dist. 301
Expenditure Summary by Fund Report
June 2024

	2023-24 Original Budget	% of Fund	June MTD	2023-24 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
10-Education							
1000 Salaries	33,570,709.00	44.91%	2,919,029.81	32,749,244.60	-	821,464.40	97.55%
2000 Benefits	10,068,735.00	13.47%	862,237.09	10,020,211.55	-	48,523.45	99.52%
3000 Purchased Services	3,630,687.00	4.86%	794,898.57	3,203,958.69	-	426,728.31	88.25%
4000 Supplies	3,240,491.00	4.33%	375,898.84	3,017,177.86	-	223,313.14	93.11%
5000 Capital Outlay	1,282,500.00	1.72%	26,457.60	1,322,238.20	-	(39,738.20)	103.10%
6000 Other/Dues/Fees	21,883,284.00	29.27%	3,611,201.31	7,020,194.42	16,500,000.00	(1,636,910.42)	107.48%
7000 Non-Capital Equipment	1,081,906.00	1.45%	53,851.49	907,963.55	-	173,942.45	83.92%
Total Education Fund	**74,758,312.00**	**100.00%**	**$ 8,643,574.71**	**$ 58,240,988.87**	**$ 16,500,000.00**	**17,323.13**	**99.98%**
20-O&M							
1000 Salaries	2,331,955.00	13.25%	194,900.21	2,205,817.94	-	126,137.06	94.59%
2000 Benefits	661,315.00	3.76%	50,244.69	625,840.08	-	35,474.92	94.64%
3000 Purchased Services	1,322,300.00	7.51%	-	1,017,772.36	-	304,527.64	76.97%
4000 Supplies	1,469,000.00	8.34%	7,988.64	1,653,373.22	-	(184,373.22)	112.55%
5000 Capital Outlay	11,665,000.00	66.27%	2,263,458.36	13,782,326.68	-	(2,117,326.68)	118.15%
6000 Other/Dues/Fees	53,800.00	0.31%	-	3,668.24	-	50,131.76	6.82%
7000 Non-Capital Equipment	100,000.00	0.57%	-	167,835.46	-	(67,835.46)	167.84%
Total O&M	**17,603,370.00**	**100.00%**	**$ 2,516,591.90**	**$ 19,456,633.98**	**$ -**	**(1,853,263.98)**	**110.53%**
30-Debt Service							
3000 Purchased Services	3,400.00	0.04%	-	825.00	-	2,575.00	24.26%
6000 Other/Bonds	9,233,076.00	99.96%	430,475.00	9,233,075.00	-	1.00	100.00%
Total Debt Service	**9,236,476.00**	**100.00%**	**$ 430,475.00**	**$ 9,233,900.00**	**$ -**	**2,576.00**	**99.97%**
40-Transportation							
1000 Salaries	2,461,740.00	44.30%	225,775.63	2,425,586.56	-	36,153.44	98.53%
2000 Benefits	148,305.00	2.67%	15,918.04	197,711.34	-	(49,406.34)	133.31%
3000 Purchased Services	2,282,056.00	41.06%	411,498.90	2,377,674.72	-	(95,618.72)	104.19%
4000 Supplies	581,500.00	10.46%	56,808.11	475,792.37	-	105,707.63	81.82%
5000 Capital Outlay	20,000.00	0.36%	27,158.35	27,158.35	-	(7,158.35)	135.79%
6000 Other/Dues/Fees	60,000.00	1.08%	2,356.65	13,186.65	-	46,813.35	21.98%
7000 Non-Capital Equipment	4,000.00	0.07%	-	5,681.66	-	(1,681.66)	142.04%
Total Transportation	**5,557,601.00**	**100.00%**	**$ 739,515.68**	**$ 5,522,791.65**	**$ -**	**34,809.35**	**99.37%**
50-IMRF/SS							
2000 Benefits	1,923,966.00	100.00%	167,669.05	1,860,026.39	-	63,939.61	96.68%
Total IMRF/SS	**1,923,966.00**	**100.00%**	**$ 167,669.05**	**$ 1,860,026.39**	**$ -**	**63,939.61**	**96.68%**
60-Capital Projects							
5000 Capital Outlay	550,000.00	100.00%	(2,194,018.36)	550,000.00	-	-	100.00%
Total Capital Projects	**550,000.00**	**100.00%**	**$ (2,194,018.36)**	**$ 550,000.00**	**$ -**	**-**	**100.00%**
70-Working Cash							
6000 Transfers	-		$ -	$ -	$ -	-	0.00%
Total Working Cash	**-**	**0.00%**	**$ -**	**$ -**	**$ -**	**-**	**0.00%**
80-Tort							
3000 Purchased Services	995,000.00	100.00%	837,881.44	994,322.88	-	677.12	99.93%
Total Tort	**995,000.00**	**100.00%**	**$ 837,881.44**	**$ 994,322.88**	**$ -**	**677.12**	**99.93%**
Total Expenditures	**110,624,725.00**		**$ 11,141,689.42**	**$ 95,858,663.77**	**$ 16,500,000.00**	**(1,733,938.77)**	**101.57%**
Expenditures Across All Funds							
1000 Salaries	38,364,404.00	34.68%	$ 3,339,705.65	$ 37,380,649.10	$ -	983,754.90	97.44%
2000 Benefits	12,802,321.00	11.57%	$ 1,096,068.87	$ 12,703,789.36	$ -	98,531.64	99.23%
3000 Purchased Services	8,233,443.00	7.44%	$ 2,044,278.91	$ 7,594,553.65	$ -	638,889.35	92.24%
4000 Supplies	5,290,991.00	4.78%	$ 440,695.59	$ 5,146,343.45	$ -	144,647.55	97.27%
5000 Capital Outlay	13,517,500.00	12.22%	$ 123,055.95	$ 15,681,723.23	$ -	(2,164,223.23)	116.01%
6000 Other/Dues/Fees/Bonds	31,230,160.00	28.23%	$ 4,044,032.96	$ 16,270,124.31	$ 16,500,000.00	(1,539,964.31)	104.93%
7000 Non-Capital Equipment	1,185,906.00	1.07%	$ 53,851.49	$ 1,081,480.67	$ -	104,425.33	91.19%
Total Expenditures Across all Funds	**110,624,725.00**	**100.00%**	**$ 11,141,689.42**	**$ 95,858,663.77**	**$ 16,500,000.00**	**(1,733,938.77)**	**101.57%**

-

FD	Description	June 2023-24 Beginning Balance	June 2023-24 Deposits	June 2023-24 Withdrawals	June 2023-24 Monthly Activity	Ending Balance
10	IMPREST-DISTRICT	1,583.11	10,120.00	8,300.00	1,820.00	3,403.11
10	IMPREST-CHS	3,194.67	77.00	1,793.00	-1,716.00	1,478.67
10	CASH IN BANK-EDUCATION	3,308,288.57	6,150,209.57	8,581,874.21	-2,431,664.64	876,623.93
10	CASH IN BANK - PAYROLL	1,026.42	3,043,750.20	3,042,940.59	809.61	1,836.03
10	PAYFLEX ACCOUNT	7,245.93	15,779.52	16,135.77	-356.25	6,889.68
10	PETTY CASH	1,380.00				1,380.00
10	INVESTMENT- BUSINESS NOW/SWEEP	11,910,173.85	18,343,453.92	5,589,757.32	12,753,696.60	24,663,870.45
10	CHS ACTIVITY CASH	485,500.33	56,330.00	120,130.67	-63,800.67	421,699.66
10	ELEM MS ACTIVITY CASH	37,179.67	20.00	705.72	-685.72	36,493.95
10	INTERGOVERNMENTAL A/R NK					
10		15,755,572.55	27,619,740.21	17,361,637.28	10,258,102.93	26,013,675.48
20	IMPREST-DISTRICT		930.00	930.00		
20	CASH IN BANK-O&M	3,563,620.36	1,498,747.73	4,917,556.57	-3,418,808.84	144,811.52
20	CASH IN BANK - PAYROLL	714.18	197,767.50	196,681.22	1,086.28	1,800.46
20	INVESTMENT-BUSINESS NOW/SWEEP	580,692.18	5,619,094.33	400,000.00	5,219,094.33	5,799,786.51
20		4,145,026.72	7,316,539.56	5,515,167.79	1,801,371.77	5,946,398.49
30	CASH IN BANK-DEBT SERVICE	3,488.50	451,195.08	430,475.00	20,720.08	24,208.58
30	INVESTMENT-BUSINESS NOW/SWEEP	2,180,363.89	3,963,827.36	450,000.00	3,513,827.36	5,694,191.25
30		2,183,852.39	4,415,022.44	880,475.00	3,534,547.44	5,718,399.83
40	IMPREST-DISTRICT					
40	CASH IN BANK-TRANSPORTATION	902,818.94	695,136.19	1,544,961.81	-849,825.62	52,993.32
40	CASH IN BANK - PAYROLL	737.85	226,769.76	225,775.63	994.13	1,731.98
40	INVESTMENT-BUSINESS NOW/SWEEP	6,025,725.42	2,177,009.72		2,177,009.72	8,202,735.14
40		6,929,282.21	3,098,915.67	1,770,737.44	1,328,178.23	8,257,460.44
50	CASH IN BANK-IMRF	10,699.10	309,923.48	312,322.15	-2,398.67	8,300.43
50	CASH IN BANK-PAYROLL		128,636.19	128,636.19		
50	INVESTMENT-BUSINESS NOW/SWEEP	2,410,548.50	905,969.56	165,000.00	740,969.56	3,151,518.06
50	INTERGOVERNMENTAL A/R NK					
50		2,421,247.60	1,344,529.23	605,958.34	738,570.89	3,159,818.49
60	CASH IN BANK-CAPITAL PROJECT	17,027.45	2,518,762.29	400,000.00	2,118,762.29	2,135,789.74
60	INVESTMENTS-BUSINESS NOW/SWEEP	2,695,336.59	412,850.85		412,850.85	3,108,187.44
60		2,712,364.04	2,931,613.14	400,000.00	2,531,613.14	5,243,977.18
70	CASH IN BANK-WORKING CASH	483.44	13.60		13.60	497.04
70	INVESTMENT-BUSINESS NOW/SWEEP	2,948,716.27	59,058.88		59,058.88	3,007,775.15
70		2,949,199.71	59,072.48		59,072.48	3,008,272.19
80	CASH IN BANK-TORT	4,680.42	838,135.19	837,881.44	253.75	4,934.17
80	INVESTMENT- BUSINESS NOW/SWEEP	928,179.17	451,663.63	838,000.00	-386,336.37	541,842.80
80		932,859.59	1,289,798.82	1,675,881.44	-386,082.62	546,776.97
	Grand Asset Totals	38,029,404.81	48,075,231.55	28,209,857.29	19,865,374.26	57,894,779.07

Number of Accounts: 30

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

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ADVANCE AUTO PARTS	2454-499228	Belt Tensioner and Battery Core Return	40E001 2550 4100 00 000000 0000	-77.43
ADVANCE AUTO PARTS	2454-500577	Fuel Filter	40E001 2550 4100 00 000000 0000	5.24
ADVANCE AUTO PARTS	2454-500595	Oil Filter	40E001 2550 4100 00 000000 0000	25.08
ADVANCE AUTO PARTS	2454-501134	Couplers, Service Stickers	40E001 2550 4100 00 000000 0000	46.31
ADVANCE AUTO PARTS	2454-499956	HVAC Blower Motor Credit for Inv# 2454-498018	40E001 2550 4100 00 000000 0000	-55.79
ADVANCE AUTO PARTS	2454-500168	Brake Pads	40E001 2550 4100 00 000000 0000	54.49
ADVANCE AUTO PARTS	2454-501007	Brake Pads Credit for Inv# 2454-500168	40E001 2550 4100 00 000000 0000	-54.49
ADVANCE AUTO PARTS	2454-502129	Simp Armor Series Parts	40E001 2550 4100 00 000000 0000	296.98
ADVANCE AUTO PARTS	2454-503146	String	40E001 2550 4100 00 000000 0000	10.02
ADVANCE AUTO PARTS	2454-504243	Brake Pads and Liners	40E001 2550 4100 00 000000 0000	99.43
			Totals for ADVANCE AUTO PARTS	349.84
ADVOCATE SHERMAN OCC	858824	Bus Driver Physicals	40E001 2550 3190 00 000000 0000	630.00
			Totals for ADVOCATE SHERMAN OCCUPATIONAL	630.00
ALEXANDER LEIGH CENT	4515	June Monthly Tuition	10E001 1912 6700 00 000000 0000	5,695.56
ALEXANDER LEIGH CENT	4537	Monthly tuition Credit	10E001 1912 6700 00 000000 0000	-879.20
			Totals for ALEXANDER LEIGH CENTER FOR AU	4,816.36
AMAZON CAPITAL SERVI	14KN-KG3V-VT67	Tech Supplies	10E001 2660 4100 00 000000 0000	305.08
AMAZON CAPITAL SERVI	14PH-9KFW-DV37	Tech Supplies	10E001 2660 4100 00 000000 0000	24.78
AMAZON CAPITAL SERVI	167X-J1GV-FM9J	Tech Supplies	10E001 2660 4100 00 000000 0000	53.99
AMAZON CAPITAL SERVI	167X-J1GV-FM9J	Tech Supplies	10E001 2660 7100 00 000000 0000	848.00
AMAZON CAPITAL SERVI	16L6-GVXQ-J3C1	Tech SuppliesCredit, Apply to 1C36-3YYG-3LKK	10E001 2660 4100 00 000000 0000	-574.85
AMAZON CAPITAL SERVI	1C36-3YYG-3LKK	Tech Supplies	10E001 2660 4100 00 000000 0000	1,149.70
AMAZON CAPITAL SERVI	1CGX-7M96-QYPV	DO Supplies	10E001 2520 4100 00 000000 0000	32.67
AMAZON CAPITAL SERVI	1JMQ-9TW1-4JFF	Mentor Protege Supplies	10E001 2210 4100 00 493200 0000	74.00
AMAZON CAPITAL SERVI	1KPG-NY3N-JNVL	Tech Supplies	10E001 2660 4100 00 000000 0000	733.60
AMAZON CAPITAL SERVI	1KV1-MJTX-CDYV	Tech Supplies	10E001 2660 4100 00 000000 0000	44.50
AMAZON CAPITAL SERVI	1KX1-7R7Y-DPQL	Tech Supplies	10E001 2660 4100 00 000000 0000	104.68
AMAZON CAPITAL SERVI	1MFY-Q474-4PDH	Tech Supplies	10E001 2660 4100 00 000000 0000	805.68
AMAZON CAPITAL SERVI	1MMF-4967-1G9D	Tech Supplies	10E001 2660 4100 00 000000 0000	65.50
AMAZON CAPITAL SERVI	1NCY-77T7-XGWM	Team Building Supplies	10E003 2410 4100 00 000000 0000	34.99
AMAZON CAPITAL SERVI	1NWV-G7YC-RQXK	Tech Supplies	10E001 2660 4100 00 000000 0000	99.00
AMAZON CAPITAL SERVI	1PRG-LJF7-93R1	Tech Supplies	10E001 2660 4100 00 000000 0000	127.05
AMAZON CAPITAL SERVI	1TLQ-LNGL-J3DT	Desk Chair	10E003 2410 4100 00 000000 0000	45.99
AMAZON CAPITAL SERVI	1TQG-QF3R-1FXL	LMC Supplies	10E003 2220 4100 00 000000 0000	499.91
AMAZON CAPITAL SERVI	1VP3-4WX3-9439	Tech Supplies	10E001 2660 4100 00 000000 0000	197.64
AMAZON CAPITAL SERVI	1W6F-4NJT-9J17	Tech Supplies	10E001 2660 4100 00 000000 0000	268.40
AMAZON CAPITAL SERVI	1WNJ-3P76-H6RP	Tech Supplies	10E001 2660 4100 00 000000 0000	111.65
AMAZON CAPITAL SERVI	1XN9-WJTF-KLXX	Tech Supply Credit, Apply to 1Y77-QNTX-NCCW	10E001 2660 4100 00 000000 0000	-24.78
AMAZON CAPITAL SERVI	1Y77-QNTX-NCCW	Tech Supplies	10E001 2660 4100 00 000000 0000	24.78
AMAZON CAPITAL SERVI	1PQC-Q4WF-NP3X	Supply Credit, Apply to 11H9-NHY9-K3LW	10E004 1110 4100 00 000000 0000	-7.58
AMAZON CAPITAL SERVI	1163-YCDL-4XVM	Admin Retreat Sample	10E001 2212 4100 00 000000 0000	11.99
AMAZON CAPITAL SERVI	1KH6-DNPH-74DL	Supply Refund, Apply Credit to 1TQJ-KM9W-4RRX	10E001 2210 6400 00 000000 0000	-79.89
AMAZON CAPITAL SERVI	1LQK-FYL3-WTL1	Supply Refund, Apply Credit to 1TQJ-KM9W-4RRX	10E001 2210 6400 00 000000 0000	-14.89
AMAZON CAPITAL SERVI	1YHF-FH7M-XYPP	Supply Refund, Apply Credit to 1TQJ-KM9W-4RRX	10E001 2210 6400 00 000000 0000	-14.89

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON CAPITAL SERVI	111D-F777-7CMM	CTE Supplies	10E002 1130 4100 00 322000 0000	667.24
AMAZON CAPITAL SERVI	1XDK-GH4N-CX6G	Classroom Supplies	10E010 1110 4100 00 000000 0000	125.66
AMAZON CAPITAL SERVI	1Y77-QNTX-DC7R	Music Supplies	10E004 1110 7100 00 000000 0000	552.14
AMAZON CAPITAL SERVI	1Q6C-FGRC-3DWT	Library Book	10E008 2220 4300 00 000000 0000	16.99
AMAZON CAPITAL SERVI	1J7P-7P1D-3P1K	Science Supplies	10E003 1120 4100 00 000000 0000	38.45
AMAZON CAPITAL SERVI	1PQC-Q4WF-F3WJ	Llibrary Book Credit, Apply to 1PY6-9WLX-KFGT	10E008 2220 4300 00 000000 0000	-16.99
AMAZON CAPITAL SERVI	1TRP-1DMY-19FP	Library Book Credit, Apply to 1CKC-Q9K9-3PRC	10E008 2220 4300 00 000000 0000	-11.69
AMAZON CAPITAL SERVI	11D3-47KL-V6LK	Library Books Credit, Apply to 1MYX-CT66-3NVJ	10E008 2220 4300 00 000000 0000	-19.18
AMAZON CAPITAL SERVI	11D3-47KL-TPPT	Library Book Credit, Apply to 1MYX-CT66-3NVJ	10E008 2220 4300 00 000000 0000	-7.99
AMAZON CAPITAL SERVI	1YLM-QH14-KLYV	Science Supplies Credit, Apply to 1J7P-7P1D-3P1K	10E003 1120 4100 00 000000 0000	-38.45
AMAZON CAPITAL SERVI	1NFC-44X1-6QP1	LMC Text Book Credit, Apply to 14DY-HP1M-GQG4	10E003 1120 4200 00 000000 0000	-8.56
AMAZON CAPITAL SERVI	113H-FT49-6M1V	LMC Text Books Credit, Apply to 14DY-HP1M-GQG4	10E003 1120 4200 00 000000 0000	-68.48
AMAZON CAPITAL SERVI	1DW4-KQMC-XRDH	FL Supplies Krallitsch	10E002 1130 4100 00 000000 0000	18.89
AMAZON CAPITAL SERVI	1KLT-Y3HP-KW34	Sculpture Supplies Rovge	10E002 1130 4100 00 000000 0000	22.76
AMAZON CAPITAL SERVI	1WNJ-HK9K-DF36	Intro Supplies Rovge	10E002 1130 4100 00 000000 0000	204.98
AMAZON CAPITAL SERVI	14YK-JF4L-G7LJ	Drawing Supplies Rovge	10E002 1130 4100 00 000000 0000	683.73
AMAZON CAPITAL SERVI	1FY9-1DJG-HLP7	Ceramics Supplies Vasil	10E002 1130 4100 00 000000 0000	285.84
AMAZON CAPITAL SERVI	1P79-VWGR-KJGJ	AP Art Supplies Vasil	10E002 1130 4100 00 000000 0000	204.09
AMAZON CAPITAL SERVI	1WPL-PGDR-HHYX	Studio Art Supplies Vasil	10E002 1130 4100 00 000000 0000	418.35
AMAZON CAPITAL SERVI	19R4-RYTT-JY66	Office Supplies	10E002 1130 4100 00 000000 0000	104.08
AMAZON CAPITAL SERVI	1XC6-3QJL-VK9M	Science Supplies	10E002 1130 4100 00 000000 0000	1,067.88
AMAZON CAPITAL SERVI	1KQY-FVXQ-RH3Y	Science Supplies	10E002 1130 4100 00 000000 0000	6.49
AMAZON CAPITAL SERVI	1PQC-Q4WF-3LYG	Ag Supplies	10E002 1400 4100 00 000000 0000	273.69
AMAZON CAPITAL SERVI	1VWJ-3DQ6-GGNL	Nurse Supplies	10E002 1130 4250 00 000000 0000	311.74
AMAZON CAPITAL SERVI	1HHL-3H3D-K6RN	Tech Supplies	10E001 2660 4100 00 000000 0000	185.73
AMAZON CAPITAL SERVI	1T1J-MWLD-WVFY	Tech Supplies	10E001 2660 4100 00 000000 0000	20.98
AMAZON CAPITAL SERVI	1LQK-FYL3-MD9T	Tech Supplies	10E001 2660 4100 00 000000 0000	25.16
AMAZON CAPITAL SERVI	161V-GNLF-N4MN	Tech Supplies	10E001 2660 4100 00 000000 0000	1,219.70
AMAZON CAPITAL SERVI	1639-CR9T-RNPM	Tech Supplies	10E001 2660 4100 00 000000 0000	13.00
AMAZON CAPITAL SERVI	1TLQ-LNGL-HT4L	Pencil Sharpener, Kindergarten QR Code Sleeves	10E008 2410 4100 00 000000 0000	70.98
			Totals for AMAZON CAPITAL SERVICES, INC	11,313.91
AMITA GLENOAKS SCHOO	TDS-W 4254	May Monthly Tuition	10E001 1912 6700 00 000000 0000	4,426.12
			Totals for AMITA GLENOAKS SCHOOL	4,426.12
ASTOUND BUSINESS SOL	416615501-001692	Internet	10E001 2660 3160 00 000000 0000	1,107.07
			Totals for ASTOUND BUSINESS SOLUTIONS/RC	1,107.07
ATLAS SCREEN SUPPLY	INV437879	New Graphics Course Supplies	10E002 1100 4200 00 000000 0000	6,476.00
ATLAS SCREEN SUPPLY	INV437879	New Graphics Course Supplies	10E002 1100 5400 00 000000 0000	10,950.00
			Totals for ATLAS SCREEN SUPPLY COMPANY	17,426.00
AVI SYSTEMS, INC	88972576	Tech Supplies	10E001 2660 4100 00 000000 0000	15,445.30
AVI SYSTEMS, INC	88972567	LMC TVs	10E001 1100 4100 00 440000 0000	2,355.90
			Totals for AVI SYSTEMS, INC	17,801.20
BATAVIA HIGH SCHOOL	Aug 31	CHS CoEd Cross Country Contract 8/31/24	10E002 1500 6400 00 000000 0000	300.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for BATAVIA HIGH SCHOOL	300.00
BOB JASS CHEVROLET I	500088	Air Bag Sensor	40E001 2550 3230 00 000000 0000	545.84
			Totals for BOB JASS CHEVROLET INC	545.84
BOS	64686	CMS Office Furniture	10E003 2410 7100 00 000000 0000	5,271.97
			Totals for BOS	5,271.97
BOSTON HIGASHI SCHOO	2405600	May Monthly Tuition, Room and Board	10E001 1912 6700 00 000000 0000	26,080.55
BOSTON HIGASHI SCHOO	2405613	May Monthly Tuition, Room and Board	10E001 1912 6700 00 000000 0000	26,080.55
BOSTON HIGASHI SCHOO	2406600	June Monthly Tuition, Room and Board	10E001 1912 6700 00 000000 0000	23,025.90
BOSTON HIGASHI SCHOO	2406613	June Monthly Tuition, Room and Board	10E001 1912 6700 00 000000 0000	23,025.90
			Totals for BOSTON HIGASHI SCHOOL, INC	98,212.90
CALIBER TOWING AND R	24-32707	Towing Charges	40E001 2550 3700 00 000000 0000	317.00
			Totals for CALIBER TOWING AND RECOVERY I	317.00
CALO-CHANGE ACADEMY	INV088628	May Monthly Tuition, Room and Board	10E001 1912 6700 00 000000 0000	15,742.10
CALO-CHANGE ACADEMY	INV090323	June Monthly Tuition, Room and Board	10E001 1912 6700 00 000000 0000	14,961.40
			Totals for CALO-CHANGE ACADEMY AT LAKE O	30,703.50
CAMELOT THERAPEUTIC	INV194883	May Monthly Tuition	10E001 1912 6700 00 000000 0000	18,498.48
CAMELOT THERAPEUTIC	INV196600	June Monthly Tuition	10E001 1912 6700 00 000000 0000	2,522.52
			Totals for CAMELOT THERAPEUTIC SCHOOLS,	21,021.00
CDW GOVERNMENT, INC	RT94719	Equipment for New Fine Arts Course	10E002 1100 4200 00 000000 0000	10,540.00
			Totals for CDW GOVERNMENT, INC	10,540.00
CENTRAL DUPAGE HOSPI	301-052424	Homebound Tutoring	10E001 1200 3140 00 462000 0000	560.00
			Totals for CENTRAL DUPAGE HOSPITAL	560.00
CINTAS CORPORATION #	4195715859	Service Mats	40E001 2550 3700 00 000000 0000	19.72
CINTAS CORPORATION #	4197134490	Service Mats	40E001 2550 3700 00 000000 0000	24.76
			Totals for CINTAS CORPORATION #355	44.48
COLLINS, CRAIG	Jun 12	Mentoring Services Jan to Jun 2024	10E001 2210 3190 00 493200 0000	1,294.68
			Totals for COLLINS, CRAIG	1,294.68
COMMUNITY HIGH SCHOO	Sep 7	CHS Boys Golf Contract 9/7/24	10E002 1500 6400 00 000000 0000	270.00
			Totals for COMMUNITY HIGH SCHOOL DISTRIC	270.00
COVE SCHOOL, INC	SD301-0524	May Monthly Tuition	10E001 1912 6700 00 000000 0000	7,645.00
COVE SCHOOL, INC	SD301-0624	June Monthly Tuition	10E001 1912 6700 00 000000 0000	1,390.00
			Totals for COVE SCHOOL, INC	9,035.00
CRYSTAL LAKE SOUTH H	Aug 15	CHS Boys Golf Contract 8/15/24	10E002 1500 6400 00 000000 0000	465.00
CRYSTAL LAKE SOUTH H	Sep 7	CHS Volleyball Contract 9/7/24	10E002 1500 6400 00 000000 0000	250.00
			Totals for CRYSTAL LAKE SOUTH HIGH SCHOO	715.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DEKALB HIGH SCHOOL	Aug 26	CHS Boys Golf Contract 8/26/24	10E002 1500 6400 00 000000 0000	250.00
DEKALB HIGH SCHOOL	Oct 12	CHS Boys Soccer Contract 10/12/24	10E002 1500 6400 00 000000 0000	150.00
DEKALB HIGH SCHOOL	Sep 28	CHS Boys Golf Contract 9/28/24	10E002 1500 6400 00 000000 0000	300.00
			Totals for DEKALB HIGH SCHOOL	700.00
DUNDEE-CROWN HIGH SC	Sep 21	CHS Boys Golf Contract 9/21/24	10E002 1500 6400 00 000000 0000	335.00
DUNDEE-CROWN HIGH SC	Sep 28	CHS Volleyball Contract 9/28/24	10E002 1500 6400 00 000000 0000	300.00
			Totals for DUNDEE-CROWN HIGH SCHOOL	635.00
ELECTRONIX EXPRESS	INV618265	CTE Supplies	10E002 1130 4100 00 474500 0000	537.45
			Totals for ELECTRONIX EXPRESS	537.45
ELGIN COMMUNITY COLL	24SPBURL-ALL	Dual Credit Tuition	10E001 4270 6700 00 000000 0000	23,357.85
			Totals for ELGIN COMMUNITY COLLEGE	23,357.85
ELGIN HIGH SCHOOL	Oct 5a	CHS Freshman Volleyball Contract 10/5/24	10E002 1500 6400 00 000000 0000	225.00
			Totals for ELGIN HIGH SCHOOL	225.00
FEECE OIL COMPANY	4081570	Fuel	40E001 2550 4640 00 000000 0000	2,059.36
FEECE OIL COMPANY	4083653	Fuel	40E001 2550 4640 00 000000 0000	2,207.95
			Totals for FEECE OIL COMPANY	4,267.31
FIRST TO THE FINISH	SQ-714735	CHS High Jump Pit	10E002 1500 5400 00 000000 0000	8,624.00
			Totals for FIRST TO THE FINISH	8,624.00
FLINN SCIENTIFIC, IN	3009037	Science Supplies	10E002 1130 4100 00 000000 0000	652.91
			Totals for FLINN SCIENTIFIC, INC	652.91
FOLLMAN, JULIE	Jun 24	Reimb for School Nurse Emergency Course Registration Fee	10E001 2210 3100 00 462000 0000	150.00
			Totals for FOLLMAN, JULIE	150.00
FOX TECH TRANSITION	SESINV-038555	June Monthly Tuition	10E001 1912 6700 00 000000 0000	3,237.28
			Totals for FOX TECH TRANSITION PROGRAM	3,237.28
GENEVA HIGH SCHOOL	Sep 3	CHS Boys Golf Contract 9/3/24	10E002 1500 6400 00 000000 0000	275.00
GENEVA HIGH SCHOOL	Sep 3a	CHS Girls Golf Contract 9/3/24	10E002 1500 6400 00 000000 0000	275.00
			Totals for GENEVA HIGH SCHOOL	550.00
GLENBARD TOWNSHIP HI	Sep 7	CHS Girls Golf Contract Glenbard East HS 9/7/24	10E002 1500 6400 00 000000 0000	475.00
			Totals for GLENBARD TOWNSHIP HIGH SCHOOL	475.00
GOPHER SPORT	IN381024	PE Equipment	10E004 1110 7100 00 000000 0000	1,399.00
			Totals for GOPHER SPORT	1,399.00
GORDON FLESCH COMPAN	IN14709122	Black and Color Copies	10E001 2410 3250 00 000000 0000	9,857.03
GORDON FLESCH COMPAN	IN14728030	Black and Color Copies	10E001 2410 3250 00 000000 0000	1,192.15
GORDON FLESCH COMPAN	IN14728031	Black and Color Copies	10E001 2410 3250 00 000000 0000	53.68
GORDON FLESCH COMPAN	IN14728029	Black and Color Copies	10E001 2410 3250 00 000000 0000	592.67
			Totals for GORDON FLESCH COMPANY INC	11,695.53
GORDON FOOD SERVICE	9007867569	Supplies	10E003 2560 4900 00 000000 0000	286.68
GORDON FOOD SERVICE	9008509372	Food	10E003 2560 4100 00 000000 0000	1,653.74

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for GORDON FOOD SERVICE INC	1,940.42
GRAYSLAKE CENTRAL HI	Jan 24	CHS Cheer Contract 1/24/25	10E002 1500 6400 00 000000 0000	275.00
			Totals for GRAYSLAKE CENTRAL HIGH SCHOOL	275.00
HAMPSHIRE HIGH SCHOO	Sep 21	CHS Volleyball Contract 9/21/24	10E002 1500 6400 00 000000 0000	300.00
			Totals for HAMPSHIRE HIGH SCHOOL	300.00
HINCKLEY SPRING WATE	2448865 062224	Water Filtration System	40E001 2550 3700 00 000000 0000	80.03
			Totals for HINCKLEY SPRING WATER COMPANY	80.03
HOME DEPOT PRO	807024187	New CTE Course Supplies	10E002 1100 4200 00 000000 0000	239.76
HOME DEPOT PRO	809062821	Whiteboard Skins	10E004 2410 7100 00 000000 0000	5,938.66
			Totals for HOME DEPOT PRO	6,178.42
HONONEGAH HIGH SCHOO	Sep 27	CHS Boys JV Soccer Contract 9/27/24 - 9/28/24	10E002 1500 6400 00 000000 0000	525.00
			Totals for HONONEGAH HIGH SCHOOL	525.00
HUNTLEY HIGH SCHOOL	Aug 22c	CHS Girls Golf Contract 8/22/24	10E002 1500 6400 00 000000 0000	250.00
			Totals for HUNTLEY HIGH SCHOOL	250.00
ILLINOIS COUNCIL OF	1209 2025	CHS ICTM Math Contest 2025	10E002 1500 6400 00 000000 0000	300.00
			Totals for ILLINOIS COUNCIL OF TEACHERS	300.00
INTERSTATE BILLING S	3037658147	Bus 58 Repairs	40E001 2550 3230 00 000000 0000	1,192.23
			Totals for INTERSTATE BILLING SERVICE	1,192.23
JACOBS HIGH SCHOOL	FVC 2024	CHS Girls Track FVC Meet	10E002 1500 6400 00 000000 0000	65.00
			Totals for JACOBS HIGH SCHOOL	65.00
JORGENSEN LABORATORI	220987-00	Ag Supplies	10E002 1400 4100 00 000000 0000	67.69
			Totals for JORGENSEN LABORATORIES, INC	67.69
KANE COUNTY REGIONAL	5002400042	Truancy 2023-2024	10E001 2520 3100 00 000000 0000	592.80
			Totals for KANE COUNTY REGIONAL OFFICE O	592.80
KANG, ANN	Lunch Refund FY2	Food Service Refund PKMS	10R011 1611 0000 00 000000 0000	80.90
			Totals for KANG, ANN	80.90
LORCHEM TECHNOLOGIES	79617	Pressure Washer Repairs	40E001 2550 3230 00 000000 0000	938.86
			Totals for LORCHEM TECHNOLOGIES, INC	938.86
MC EVILLY, MRS	Field Trip Refun	Refund 8th Grade Volcano Falls Field Trip	10R003 1720 0000 00 000000 0000	35.00
			Totals for MC EVILLY, MRS	35.00
MCGRAW HILL SCHOOL E	132763975001	Reveal Integrated Math Texts (6 year)	10E002 1100 4200 00 000000 0000	7,137.00
MCGRAW HILL SCHOOL E	132763975001	Reveal Integrated Math Texts (6 year)	10E003 1100 4200 00 000000 0000	1,459.80
MCGRAW HILL SCHOOL E	132903279001	Achieve3000 Literacy 5 Year	10E003 1120 4200 00 000000 0000	1,186.42
MCGRAW HILL SCHOOL E	132903279001	Achieve3000 Literacy 5 Year	10E011 1120 4200 00 000000 0000	9,014.94
			Totals for MCGRAW HILL SCHOOL EDUCATION	18,798.16
MCHENRY HIGH SCHOOL	FVC 2023	CHS IADA Contribution for FVC	10E002 1500 6400 00 000000 0000	25.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		2023		
			Totals for MCHENRY HIGH SCHOOL	25.00
MENTA ACADEMY DEKALB	SESINV-039127	May and June Monthly Tuition	10E001 1912 6700 00 000000 0000	4,332.74
MENTA ACADEMY DEKALB	SESINV-039126	May and June Monthly Tuition	10E001 1912 6700 00 000000 0000	8,516.67
			Totals for MENTA ACADEMY DEKALB	12,849.41
MID VALLEY SP ED COO	FY24.24	Vocational and SAIL Transportation	40E001 2550 3310 00 000000 0000	17,696.17
MID VALLEY SP ED COO	FY25.2	FY25 Projected Tuition Invoice	10E001 4120 3190 00 000000 0000	306,394.90
MID VALLEY SP ED COO	FY25.2	FY25 Projected Tuition Invoice	10E001 4220 6700 00 000000 0000	3,034,576.88
MID VALLEY SP ED COO	FY25.2	FY25 Projected Tuition Invoice	10E001 4220 6700 00 462000 0000	1,226.00
			Totals for MID VALLEY SP ED COOPERATIVE	3,359,893.95
MIDWEST TRANSIT EQUI	V101014682	Bus leases 2025 (8) 78 pass, 2025 (1) 54+2 pass	40E001 2550 3250 00 000000 0000	294,747.00
			Totals for MIDWEST TRANSIT EQUIPMENT, IN	294,747.00
MORRIS COMMUNITY HIG	Oct 5a	CHS Volleyball Contract 10/5/24	10E002 1500 6400 00 000000 0000	250.00
			Totals for MORRIS COMMUNITY HIGH SCHOOL	250.00
MWI VETERINARY SUPPL	54880039	Ag Supplies	10E002 1400 4100 00 000000 0000	461.88
			Totals for MWI VETERINARY SUPPLY CO	461.88
NAPERVILLE PSYCHIATR	301-57	Tutoring	10E001 1200 3140 00 462000 0000	364.00
NAPERVILLE PSYCHIATR	301-58	Tutoring	10E001 1200 3140 00 462000 0000	312.00
			Totals for NAPERVILLE PSYCHIATRIC VENTUR	676.00
NILES TOWNSHIP HIGH	Oct 5	CHS CoEd Cross Country Contract Niles West HS 10/5/24	10E002 1500 6400 00 000000 0000	370.00
			Totals for NILES TOWNSHIP HIGH SCHOOL DI	370.00
NOLAN, SARAH	Jun 20	Reimburse IASA Evaluator Retraining Registration	10E001 2330 6400 00 000000 0000	206.00
			Totals for NOLAN, SARAH	206.00
NORMOYLE, KATIE	Jun 2024	June Mileage Reimbursement	10E001 2212 3320 00 000000 0000	144.72
			Totals for NORMOYLE, KATIE	144.72
PADDOCK PUBLICATIONS	293177	Legal Notices - Fuel Bid	10E001 2310 3180 00 000000 0000	81.65
			Totals for PADDOCK PUBLICATIONS, INC	81.65
PERKINS, JESSICA	Dec 2023	Travel, Hotel, and Food Reimbursement Dec 14-16 2023	10E001 2550 3320 00 462000 0000	3,065.59
			Totals for PERKINS, JESSICA	3,065.59
PERMA-BOUND	1991339-00	LMC Text Books	10E003 1120 4200 00 000000 0000	1,581.00
PERMA-BOUND	1991338-00	Book Replacements	10E003 2220 4300 00 000000 0000	65.20
			Totals for PERMA-BOUND	1,646.20
PITNEY BOWES INC	Postage 06-24	June postage added to meter	10E001 2520 3410 00 000000 0000	500.00
PITNEY BOWES INC	Postage 06-24a	June postage added to meter	10E001 2520 3410 00 000000 0000	500.00
			Totals for PITNEY BOWES INC	1,000.00
POTSIC, MICHAEL	Jun 26	Reimb for Student Gift	10E001 2330 4100 00 000000 0000	13.54
			Totals for POTSIC, MICHAEL	13.54

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PRAIRIE RIDGE HIGH S	24/25	CHS Fox Valley Conference 24-25 School Year Fees	10E002 1500 6400 00 000000 0000	7,500.00
			Totals for PRAIRIE RIDGE HIGH SCHOOL	7,500.00
PREVENTATIVE MAINTEN	224368	Safety Lane	40E001 2550 6400 00 000000 0000	50.00
			Totals for PREVENTATIVE MAINTENANCE SYST	50.00
PRINT TRANSFORMATION	21362	DO Front Hallway Signs, Media Backdrop-reissue	10E001 2520 4100 00 000000 0000	423.00
PRINT TRANSFORMATION	21362	DO Front Hallway Signs, Media Backdrop-reissue	10E001 2520 7100 00 000000 0000	2,038.90
			Totals for PRINT TRANSFORMATIONS	2,461.90
PROJECT LEAD THE WAY	454644	Biomedical Science Supplies (9-12)	10E002 1100 4200 00 000000 0000	15,444.25
PROJECT LEAD THE WAY	454644	Biomedical Science Supplies (9-12)	10E002 1100 7100 00 000000 0000	9,023.00
PROJECT LEAD THE WAY	456399	New Engineering Course Supplies (9-12)	10E002 1100 4200 00 000000 0000	374.75
PROJECT LEAD THE WAY	456400	Introduction to Engineering Design Supplies	10E002 1100 4200 00 000000 0000	2,506.50
			Totals for PROJECT LEAD THE WAY, INC	27,348.50
PSIC	w/c FY24-25	Workers Compensation Insurance	80E001 2362 3820 00 000000 0000	198,000.00
			Totals for PSIC	198,000.00
QUINLAN & FABISH	15267475	Instrument Repairs CMS 2024	10E003 1120 3230 00 000000 0000	173.00
QUINLAN & FABISH	15557150	Instrument Repairs CMS 2024	10E003 1120 3230 00 000000 0000	97.00
QUINLAN & FABISH	15557157	Instrument Repairs CMS 2024	10E003 1120 3230 00 000000 0000	97.00
QUINLAN & FABISH	15557164	Instrument Repairs CMS 2024	10E003 1120 3230 00 000000 0000	110.00
QUINLAN & FABISH	15557169	Instrument Repairs CMS 2024	10E003 1120 3230 00 000000 0000	87.00
QUINLAN & FABISH	15557174	Instrument Repairs CMS 2024	10E003 1120 3230 00 000000 0000	87.00
QUINLAN & FABISH	15557185	Instrument Repairs CMS 2024	10E003 1120 3230 00 000000 0000	189.00
QUINLAN & FABISH	15557483	Instrument Repairs CMS 2024	10E003 1120 3230 00 000000 0000	157.40
QUINLAN & FABISH	15557508	Instrument Repairs CMS 2024	10E003 1120 3230 00 000000 0000	115.00
QUINLAN & FABISH	15557658	Instrument Repairs CMS 2024	10E003 1120 3230 00 000000 0000	103.00
QUINLAN & FABISH	15557670	Instrument Repairs CMS 2024	10E003 1120 3230 00 000000 0000	103.00
QUINLAN & FABISH	15682586	Clarinets for Band	10E003 2410 7100 00 000000 0000	1,650.00
			Totals for QUINLAN & FABISH	2,968.40
REVTRAK	Fees 06-24	June credit card fees	10E001 2520 3100 00 000000 0000	4,596.79
REVTRAK	Fees 06-24a	June Activity credit card fees	10E001 2520 3100 00 000000 0000	6,695.55
			Totals for REVTRAK	11,292.34
RICHMOND BURTON COMM	Sep 14	CHS Volleyball Contract Richmond Burton HS 9/14/24	10E002 1500 6400 00 000000 0000	300.00
RICHMOND BURTON COMM	Sep 28	CHS Volleyball Contract Richmond Burton HS 9/28/24	10E002 1500 6400 00 000000 0000	350.00
			Totals for RICHMOND BURTON COMMUNITY SCH	650.00
RINDHAGE, RICHARD	Jun 26	Driver Permit Postage Reimbursement	40E001 2550 4110 00 000000 0000	30.45
			Totals for RINDHAGE, RICHARD	30.45
ROADWAY TOWING & SER	23077	Safety Lane	40E001 2550 6400 00 000000 0000	423.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for ROADWAY TOWING & SERVICE, INC	423.00
ROCKFORD AUBURN HIGH	Sep 7	CHS Freshman Volleyball Contract 9/7/24	10E002 1500 6400 00 000000 0000	300.00
			Totals for ROCKFORD AUBURN HIGH SCHOOL	300.00
ROLLING MEADOWS HIGH	Dec 21a	CHS Cheer Contract 12/21/24	10E002 1500 6400 00 000000 0000	500.00
			Totals for ROLLING MEADOWS HIGH SCHOOL	500.00
ROUTE 47 TRANSPORTAT	Jun 2024	Private Transportation	40E001 2550 3310 00 000000 0000	1,600.00
ROUTE 47 TRANSPORTAT	Jun 2024a	Private Transportation	40E001 2550 3310 00 000000 0000	2,450.00
			Totals for ROUTE 47 TRANSPORTATION SERVI	4,050.00
SCHOOL DISTRICT U-46	Sep 28	CHS CoEd Cross Country Contract Bartlett HS 9/28/24	10E002 1500 6400 00 000000 0000	250.00
			Totals for SCHOOL DISTRICT U-46	250.00
SCHOOL LIFE	200085614	Kinder Ridership Program Tokens	40E001 2550 4110 00 000000 0000	102.90
			Totals for SCHOOL LIFE	102.90
SCHOOL SPECIALTY LLC	208134213221	Office Supplies	10E002 2410 4100 00 000000 0000	514.88
SCHOOL SPECIALTY LLC	208134261762	Music Room Folding Chairs and Rack	10E002 1130 7100 00 000000 0000	1,147.42
SCHOOL SPECIALTY LLC	208134261762	Music Room Folding Chairs and Rack	10E002 1130 4100 00 000000 0000	3,374.00
			Totals for SCHOOL SPECIALTY LLC	5,036.30
SEAL OF ILLINOIS	12586	June Monthly Tuition	10E001 1912 6700 00 000000 0000	7,243.50
			Totals for SEAL OF ILLINOIS	7,243.50
SHRUB OAK INTERNATIO	T6R4X7A4B833	May Monthly Tuition, Room and Board	10E001 1912 6700 00 000000 0000	47,766.67
			Totals for SHRUB OAK INTERNATIONAL, LLC	47,766.67
SPECIALIZED EDUCATIO	INV194625	May Monthly Tuition	10E001 1912 6700 00 000000 0000	5,495.52
			Totals for SPECIALIZED EDUCATION OF ILLI	5,495.52
ST CHARLES NORTH HIG	Oct 19a	CHS Volleyball Contract 10/19/24	10E002 1500 6400 00 000000 0000	300.00
			Totals for ST CHARLES NORTH HIGH SCHOOL	300.00
SUMMIT SCHOOL, INC	36367	June Monthly Tuition	10E001 1912 6700 00 000000 0000	29,024.16
			Totals for SUMMIT SCHOOL, INC	29,024.16
SYCAMORE HIGH SCHOOL	Aug 19a	CHS Boys Golf Contract 8/19/24	10E002 1500 6400 00 000000 0000	250.00
			Totals for SYCAMORE HIGH SCHOOL	250.00
TEAM FITZ GRAPHICS,	65442	CHS College Board Update	10E002 1500 4100 00 000000 0000	68.00
			Totals for TEAM FITZ GRAPHICS, LLC	68.00
THOMSON REUTERS-WEST	850304357	Clear Software May	10E001 2310 3100 00 000000 0000	1,995.00
			Totals for THOMSON REUTERS-WEST	1,995.00
TOPEL, CHERYL	Lunch Refund FY2	Food Service Refund CHS	10R002 1611 0000 00 000000 0000	20.80
			Totals for TOPEL, CHERYL	20.80
TORRES, MARTHA	May 4	Reimburse Summit for Bilingual	10E001 1800 3320 00 000000 0000	61.64

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Parents Registration and Travel		
TORRES, MARTHA	May 4	Reimburse Summit for Bilingual Parents Registration and Travel	10E001 3000 3100 00 490900 0000	30.00
			Totals for TORRES, MARTHA	91.64
UNITED STATES AWARDS	INV93511	CHS Athletic Chenille Awards	10E002 1500 4100 00 000000 0000	525.64
			Totals for UNITED STATES AWARDS, INC	525.64
UNITY SCHOOL BUS PAR	583135-IN	Bulbs	40E001 2550 4100 00 000000 0000	15.35
			Totals for UNITY SCHOOL BUS PARTS	15.35
VISTA LEARNING, NFP	VLI24-1441	EvaluWise SY 28 - SY 29	10E001 2520 3160 00 000000 0000	24,915.00
			Totals for VISTA LEARNING, NFP	24,915.00
WARD'S SCIENCE	8816294599	Science Supplies Mietka	10E002 1130 4100 00 000000 0000	1,573.11
			Totals for WARD'S SCIENCE	1,573.11
WOODSTOCK HIGH SCHOO	Aug 29	CHS Boys JV Soccer Contract 8/29/24 - 8/31/24	10E002 1500 6400 00 000000 0000	250.00
WOODSTOCK HIGH SCHOO	Sep 5	CHS Boys Varsity Soccer Contract 9/5/24 - 9/7/24	10E002 1500 6400 00 000000 0000	300.00
			Totals for WOODSTOCK HIGH SCHOOL	550.00
WOODSTOCK NORTH HIGH	Oct 11	CHS Volleyball Contract 10/11/24	10E002 1500 6400 00 000000 0000	300.00
WOODSTOCK NORTH HIGH	Oct 18a	CHS Volleyball Contract 10/18/24	10E002 1500 6400 00 000000 0000	300.00
			Totals for WOODSTOCK NORTH HIGH SCHOOL	600.00
YOUNG, CINDY	Lunch Refund FY2	Food Service Refund CHS	10R002 1611 0000 00 000000 0000	17.05
			Totals for YOUNG, CINDY	17.05
			Totals for checks	4,381,673.88

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	153.75	3,858,039.67	3,858,193.42
40	TRANSPORTATION FUND	0.00	0.00	325,480.46	325,480.46
80	TORT FUND	0.00	0.00	198,000.00	198,000.00
*** Fund Summary Totals ***		0.00	153.75	4,381,520.13	4,381,673.88

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

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
A&P GREASE TRAPPERS	244476	Annual Pumping of Septic Tanks LL	20E001 2540 3100 00 000000 0000	2,700.00
A&P GREASE TRAPPERS	244914	Annual Pumping of Septic Tanks DO	20E001 2540 3100 00 000000 0000	600.00
A&P GREASE TRAPPERS	244915	Annual Pumping of Grease Trap and Lift Station HBT	20E001 2540 3100 00 000000 0000	975.00
A&P GREASE TRAPPERS	244916	Annual Pumping of Lift Station CHS	20E001 2540 3100 00 000000 0000	200.00
A&P GREASE TRAPPERS	244917	Annual Pumping of Lift Station CMS	20E001 2540 3100 00 000000 0000	200.00
A&P GREASE TRAPPERS	244919	Annual Pumping of Septic Tanks and Lift Stations PV	20E001 2540 3100 00 000000 0000	1,500.00
			Totals for A&P GREASE TRAPPERS	6,175.00
AFFORDABLE PARTY TEN	25196211	Table Rental for SAT Testing CHS	20E002 2540 3250 00 000000 0000	3,451.00
			Totals for AFFORDABLE PARTY TENT RENTALS	3,451.00
AHW LLC	11878378	Grounds Supplies	20E001 2540 4120 00 000000 0000	313.96
AHW LLC	11890477	Grounds Supplies	20E001 2540 4120 00 000000 0000	2.06
AHW LLC	11894193	Vehicle Repair	20E002 2540 3230 00 000000 0000	187.87
AHW LLC	11894265	Grounds Supplies	20E001 2540 4120 00 000000 0000	585.62
AHW LLC	11909410	Grounds Supplies	20E001 2540 4120 00 000000 0000	533.16
AHW LLC	11914705	Grounds Supplies	20E001 2540 4120 00 000000 0000	92.80
			Totals for AHW LLC	1,715.47
ALPHA BAKING COMPANY	240273135028	Bread	10E003 2560 4100 00 000000 0000	50.12
			Totals for ALPHA BAKING COMPANY	50.12
AMAZON CAPITAL SERVI	1163-YCDL-H31K	Office Supplies	10E011 2410 4100 00 000000 0000	118.91
AMAZON CAPITAL SERVI	14GV-1VJ4-RPHJ	Library Supplies	10E002 2220 4100 00 000000 0000	512.83
AMAZON CAPITAL SERVI	179T-WH6C-G4RL	Admin Retreat Supplies	10E001 2210 4100 00 000000 0000	1,547.17
AMAZON CAPITAL SERVI	1QCD-PQG7-J6KH	Admin Retreat Supplies	10E001 2210 4100 00 000000 0000	67.25
AMAZON CAPITAL SERVI	1VM3-QHYV-1K3P	Instructional Office Supplies	10E011 1120 4100 00 000000 0000	594.90
AMAZON CAPITAL SERVI	1VTR-J16N-34YW	DO Office Supplies	10E001 2520 4100 00 000000 0000	217.00
AMAZON CAPITAL SERVI	1XRP-M1ML-MVW4	Mentor/Protege Supplies	10E001 2212 4100 00 000000 0000	100.32
AMAZON CAPITAL SERVI	1Y66-YM4H-LCGH	Admin Retreat Supplies	10E001 2212 4100 00 000000 0000	98.56
			Totals for AMAZON CAPITAL SERVICES, INC	3,256.94
AUTOMATIC FIRE SYSTE	7464	Deficiency Repair 2023 Annual Inspection HBT	20E001 2540 3100 00 000000 0000	801.00
			Totals for AUTOMATIC FIRE SYSTEMS, INC	801.00
B & F CONSTRUCTION C	18972	Plumbing Inspection CHS Addition	20E001 2540 3100 00 000000 0000	192.50
			Totals for B & F CONSTRUCTION CODE SERVI	192.50
BEAN'S FARM LANDSCAP	220000014220	Grounds Supplies	20E001 2540 4120 00 000000 0000	96.00
			Totals for BEAN'S FARM LANDSCAPE SUPPLY	96.00
BLUE CROSS BLUE SHIE	Dental 06-24	Dental Claims	10E002 1130 2230 00 000000 0000	9,387.19
BLUE CROSS BLUE SHIE	Dental 06-24	Dental Claims	20E001 2540 2230 00 000000 0000	-1,964.18
BLUE CROSS BLUE SHIE	Dental 06-24	Dental Claims	40E001 2550 2230 00 000000 0000	-233.62
			Totals for BLUE CROSS BLUE SHIELD	7,189.39
BLUEPOINT ALERT SOLU	INV-R-00748	Annual C2 & BluePoint Monitoring Service Fee	20E001 2540 3100 00 000000 0000	11,820.00
			Totals for BLUEPOINT ALERT SOLUTIONS LLC	11,820.00
BRANNSTROM, DAVID	Jun 2024	June Mileage Reimbursement	10E001 2212 3320 00 000000 0000	54.94

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for BRANNSTROM, DAVID	54.94
BSN SPORTS, INC	925837744	2023-2024 Seasonal Help Uniform Order	20E002 2540 4110 00 000000 0000	826.12
			Totals for BSN SPORTS, INC	826.12
BUCKEYE POWER SALES	PS103692a	Generator Maintenance and Transportation	20E001 2540 5400 00 000000 0000	27,518.35
			Totals for BUCKEYE POWER SALES CO, INC	27,518.35
CITY OF ELGIN	June 18	Water Hydrant Deposit PKMS	20E001 2540 4120 00 000000 0000	1,950.00
CITY OF ELGIN	330845-42337 06/	Water Service CT	20E001 2540 3700 00 000000 0000	1,397.74
CITY OF ELGIN	330845-39520 06/	Water Service PKMS	20E001 2540 3700 00 000000 0000	1,767.21
			Totals for CITY OF ELGIN	5,114.95
CONSERV FS	6431855	Grounds Supplies	20E001 2540 4120 00 000000 0000	3,977.00
			Totals for CONSERV FS	3,977.00
CONSOLIDATED FLOORIN	37863	Lily Lake Flooring	20E001 2540 3100 00 000000 0000	2,525.00
CONSOLIDATED FLOORIN	37882	CHS Classroom Addition Flooring	20E002 2540 5400 00 000000 0000	119,020.34
			Totals for CONSOLIDATED FLOORING OF CHIC	121,545.34
CONTINENTAL RESOURCE	91161351	Phones 3/18/24 - 4/17/24	20E001 2540 3400 00 000000 0000	952.63
CONTINENTAL RESOURCE	91162402	Phones 4/18/24 - 5/17/24	20E001 2540 3400 00 000000 0000	939.84
			Totals for CONTINENTAL RESOURCES, INC	1,892.47
DOMICH, EUGENE	Uniform FY24	2023-2024 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	325.00
			Totals for DOMICH, EUGENE	325.00
DUFFY, KEVIN	Uniform FY24	2023-2024 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	188.99
			Totals for DUFFY, KEVIN	188.99
DYNEGY ENERGY SERVIC	395546624041	Electric Service All Buildings	20E001 2540 4660 00 000000 0000	1,216.36
DYNEGY ENERGY SERVIC	395546624041	Electric Service All Buildings	20E002 2540 4660 00 000000 0000	27,771.60
DYNEGY ENERGY SERVIC	395546624041	Electric Service All Buildings	20E003 2540 4660 00 000000 0000	5,835.77
DYNEGY ENERGY SERVIC	395546624041	Electric Service All Buildings	20E004 2540 4660 00 000000 0000	8,211.83
DYNEGY ENERGY SERVIC	395546624041	Electric Service All Buildings	20E005 2540 4660 00 000000 0000	1,382.70
DYNEGY ENERGY SERVIC	395546624041	Electric Service All Buildings	20E008 2540 4660 00 000000 0000	8,453.95
DYNEGY ENERGY SERVIC	395546624041	Electric Service All Buildings	20E010 2540 4660 00 000000 0000	7,984.36
DYNEGY ENERGY SERVIC	395546624041	Electric Service All Buildings	20E011 2540 4660 00 000000 0000	14,416.63
			Totals for DYNEGY ENERGY SERVICES	75,273.20
ELGIN KEY & LOCK CO	240637	Maintenance Supplies	20E001 2540 4110 00 000000 0000	109.50
ELGIN KEY & LOCK CO	240684	Maintenance Supplies	20E001 2540 4110 00 000000 0000	79.50
			Totals for ELGIN KEY & LOCK CO INC	189.00
ENGINEERING ENTERPRI	80203	Land Surveying Services for Plato Center Grade School	20E001 2540 3100 00 000000 0000	8,500.00
			Totals for ENGINEERING ENTERPRISES INC	8,500.00
ENTEC SERVICES INC	SIN054306	Rooftop Unit Repair PKMS	20E001 2540 7100 00 000000 0000	1,200.00
ENTEC SERVICES INC	SIN054464	Maintenance Supplies	20E001 2540 4110 00 000000 0000	394.56
ENTEC SERVICES INC	SIN054480	Repair of Damaged Thermostat PKMS	20E001 2540 3230 00 000000 0000	637.88
			Totals for ENTEC SERVICES INC	2,232.44
EOSULLIVAN CONSULTIN	3A-2024	March Community Education	10E001 2310 3100 00 000000 0000	5,000.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for EOSULLIVAN CONSULTING LLC	5,000.00
ERIKSSON ENGINEERING	30607	Pavement Renovations PKMS PV	20E001 2540 5300 00 000000 0000	12,563.75
			Totals for ERIKSSON ENGINEERING ASSOCIAT	12,563.75
FETTING, RONALD	Uniform FY24a	2023-2024 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	152.24
			Totals for FETTING, RONALD	152.24
FIRST SECURITY SYSTE	3402369	Intercom Installation CHS Addition	20E002 2540 5400 00 000000 0000	23,400.00
FIRST SECURITY SYSTE	S95099	Fire Alarm Pull Station Repair HBT	20E001 2540 3100 00 000000 0000	576.00
FIRST SECURITY SYSTE	S95549	Call Button Repair CHS	20E001 2540 3230 00 000000 0000	471.50
			Totals for FIRST SECURITY SYSTEMS, INC	24,447.50
FLOLO CORPORATION	461708	Maintenance Supplies	20E001 2540 4110 00 000000 0000	653.95
FLOLO CORPORATION	461856	Maintenance Supplies	20E001 2540 7100 00 000000 0000	611.14
			Totals for FLOLO CORPORATION	1,265.09
FOX VALLEY FIRE & SA	IN00684086	Elevator Testing CHS	20E001 2540 3100 00 000000 0000	356.00
			Totals for FOX VALLEY FIRE & SAFETY CO	356.00
FRANKLIN, KEITH	Uniform FY24a	2023-2024 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	88.65
			Totals for FRANKLIN, KEITH	88.65
GEHRINGER BROS. INC.	1544	Grounds Vehicle Repair	20E002 2540 3230 00 000000 0000	1,000.00
			Totals for GEHRINGER BROS. INC.	1,000.00
GORDON FLESCH COMPAN	IN14696990	Copier Staples	10E010 1110 4170 00 000000 0000	112.92
			Totals for GORDON FLESCH COMPANY INC	112.92
GORDON FOOD SERVICE	9010058512	Food	10E011 2560 4100 00 000000 0000	213.30
			Totals for GORDON FOOD SERVICE INC	213.30
GRAINGER	9095784907	Maintenance Supplies	20E001 2540 4110 00 000000 0000	236.82
GRAINGER	9112542288	Maintenance Supplies	20E001 2540 4110 00 000000 0000	318.39
GRAINGER	9122924302	Maintenance Supplies	20E001 2540 4110 00 000000 0000	68.61
GRAINGER	9124592305	Maintenance Supplies	20E001 2540 4110 00 000000 0000	118.68
			Totals for GRAINGER	742.50
GROOT INC	12465694T107	April Refuse and Recycling All Buildings	20E001 2540 3210 00 000000 0000	2,726.80
			Totals for GROOT INC	2,726.80
HAMPSHIRE AUTO PARTS	688989	Grounds Supplies	20E001 2540 4120 00 000000 0000	33.75
			Totals for HAMPSHIRE AUTO PARTS	33.75
HARVARD UNIVERSITY	PPE-046621	Teachers Mentoring Teachers: Practices for Powerful Professional	10E002 2212 6400 00 000000 0000	399.00
			Totals for HARVARD UNIVERSITY	399.00
HINCKLEY SPRING WATE	14870571 050424	B & G Bottled Water	20E001 2540 3700 00 000000 0000	508.61
HINCKLEY SPRING WATE	14870571 060124	B & G Bottled Water	20E001 2540 3700 00 000000 0000	433.64
			Totals for HINCKLEY SPRING WATER COMPANY	942.25

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
HOME DEPOT PRO	800953036	Custodial Supplies	20E001 2540 4100 00 000000 0000	8.02
HOME DEPOT PRO	801194325	Custodial Supplies	20E001 2540 4100 00 000000 0000	201.84
HOME DEPOT PRO	801430976	Transportation Maintenance Supplies	20E001 2540 4110 00 000000 0000	21.60
HOME DEPOT PRO	801430984	Custodial Supplies	20E001 2540 4100 00 000000 0000	34.44
HOME DEPOT PRO	801664814	Custodial Supplies	20E001 2540 4100 00 000000 0000	181.68
HOME DEPOT PRO	801884719	Custodial Supplies Credit, Apply to Inv# 800489312	20E001 2540 4100 00 000000 0000	-168.80
HOME DEPOT PRO	801884727	Custodial Supplies	20E001 2540 4100 00 000000 0000	27.81
HOME DEPOT PRO	801884735	Custodial Supplies	20E001 2540 4100 00 000000 0000	12.00
HOME DEPOT PRO	802581801	Maintenance Supplies	20E001 2540 4110 00 000000 0000	58.07
HOME DEPOT PRO	802581819	Maintenance Supplies	20E001 2540 4110 00 000000 0000	290.35
HOME DEPOT PRO	803090190	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,529.79
HOME DEPOT PRO	803090208	Custodial Supplies	20E001 2540 4100 00 000000 0000	197.82
HOME DEPOT PRO	803090216	Custodial Supplies	20E001 2540 4100 00 000000 0000	564.61
HOME DEPOT PRO	803090224	Custodial Supplies	20E001 2540 4100 00 000000 0000	377.84
HOME DEPOT PRO	803090232	Custodial Supplies	20E001 2540 4100 00 000000 0000	476.72
HOME DEPOT PRO	803090240	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,225.48
HOME DEPOT PRO	803090257	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,781.75
HOME DEPOT PRO	803341965	Custodial Supplies	20E001 2540 4100 00 000000 0000	3.08
HOME DEPOT PRO	804099729	Custodial Supplies	20E001 2540 4100 00 000000 0000	40.92
HOME DEPOT PRO	804327575	Custodial Supplies	20E001 2540 4100 00 000000 0000	63.36
HOME DEPOT PRO	804327583	Custodial Supplies	20E001 2540 4100 00 000000 0000	31.68
HOME DEPOT PRO	805601267	Maintenance Supplies	20E001 2540 4110 00 000000 0000	27.92
HOME DEPOT PRO	806540589	Maintenance Supplies	20E001 2540 4110 00 000000 0000	29.50
HOME DEPOT PRO	806631842	Maintenance Supplies	20E001 2540 4110 00 000000 0000	13.68
HOME DEPOT PRO	806720298	Maintenance Supplies	20E001 2540 4110 00 000000 0000	19.64
HOME DEPOT PRO	806742144	Maintenance Supplies	20E001 2540 4110 00 000000 0000	29.80
HOME DEPOT PRO	806806089	Maintenance Supplies	20E001 2540 4110 00 000000 0000	38.78
HOME DEPOT PRO	807154901	Custodial Supplies	20E001 2540 4100 00 000000 0000	649.80
HOME DEPOT PRO	807154919	Custodial Supplies	20E001 2540 4100 00 000000 0000	723.78
HOME DEPOT PRO	807154927	Custodial Supplies	20E001 2540 4100 00 000000 0000	64.60
HOME DEPOT PRO	807154935	Custodial Supplies	20E001 2540 4100 00 000000 0000	34.22
HOME DEPOT PRO	807154943	Custodial Supplies	20E001 2540 4100 00 000000 0000	9.44
HOME DEPOT PRO	807154950	Custodial Supplies	20E001 2540 4100 00 000000 0000	15.34
HOME DEPOT PRO	807397583	Custodial Supplies	20E001 2540 4100 00 000000 0000	727.95
HOME DEPOT PRO	807397591	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,043.28
HOME DEPOT PRO	807397617	Custodial Supplies	20E001 2540 4100 00 000000 0000	3,126.90
HOME DEPOT PRO	807397625	Custodial Supplies	20E001 2540 4100 00 000000 0000	546.84
HOME DEPOT PRO	807397633	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,435.64
HOME DEPOT PRO	807397641	Custodial Supplies	20E001 2540 4100 00 000000 0000	3,155.03
HOME DEPOT PRO	807397609	Custodial Supplies	20E001 2540 4100 00 000000 0000	4,585.72
			Totals for HOME DEPOT PRO	23,237.92
HOUGHTON MIFFLIN COM	956047787	3rd Grade Teacher Materials	10E004 1110 4200 00 000000 0000	4,814.12
HOUGHTON MIFFLIN COM	116500	NWEA License (2 year) - 07/01/2024-06/30/2026, MAP Growth K-12, MAP Reading Fluency	10E001 2212 3800 00 000000 0000	122,638.50
HOUGHTON MIFFLIN COM	116500	NWEA License (2 year) - 07/01/2024-06/30/2026, MAP Growth K-12, MAP Reading Fluency	10E001 2230 3190 00 462000 0000	13,626.50
			Totals for HOUGHTON MIFFLIN COMPANY	141,079.12
ILLINOIS ASBO	55579	IASBO Membership Dan Polowy	20E001 2540 6400 00 000000 0000	1,304.00
			Totals for ILLINOIS ASBO	1,304.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
IMEG CONSULTANTS COR	23002598.00-11	Construction Administration and Travel CHS Addition	20E002 2540 5400 00 000000 0000	4,222.15
			Totals for IMEG CONSULTANTS CORP.	4,222.15
JENSEN'S PLUMBING &	PA23149	Storm Pipe Repair CHS	20E001 2540 3230 00 000000 0000	17,577.60
JENSEN'S PLUMBING &	PA23149	Storm Pipe Repair CHS	20E001 2540 4100 00 000000 0000	1,912.17
JENSEN'S PLUMBING &	PA23149	Storm Pipe Repair CHS	20E001 2540 7100 00 000000 0000	4,731.89
			Totals for JENSEN'S PLUMBING & HEATING,	24,221.66
JUST ELEVATOR INSPEC	8742	Annual Elevator Inspection CHS	20E001 2540 3100 00 000000 0000	125.00
			Totals for JUST ELEVATOR INSPECTION SERV	125.00
KAMP, DREW	Uniform FY24a	2023-2024 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	79.70
			Totals for KAMP, DREW	79.70
KAMP, KORY	Uniform FY24	2023-2024 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	125.86
			Totals for KAMP, KORY	125.86
KB BILINGUAL SERVICE	32	Bilingual Speech Services reissue	10E001 2150 3140 00 000000 0000	950.00
			Totals for KB BILINGUAL SERVICES	950.00
LAMINATING AND BINDI	350811	Laminating Film	10E004 1110 4100 00 000000 0000	152.46
			Totals for LAMINATING AND BINDING SOLUTI	152.46
LARSON & DARBY GROUP	44327	Construction Administration CHS Addition	20E002 2540 5400 00 000000 0000	4,357.71
LARSON & DARBY GROUP	44339	Architectural Technician CHS Addition	20E002 2540 5400 00 000000 0000	2,200.00
LARSON & DARBY GROUP	44427	Architectural Technician CHS Addition	20E002 2540 5400 00 000000 0000	2,150.00
LARSON & DARBY GROUP	44436	Construction Administration CHS Addition	20E002 2540 5400 00 000000 0000	4,299.57
			Totals for LARSON & DARBY GROUP	13,007.28
MALCOR ROOFING OF IL	4278	Roof Repair PKMS	20E001 2540 3230 00 000000 0000	1,097.56
MALCOR ROOFING OF IL	4284	Roof Repair HBT	20E001 2540 3230 00 000000 0000	1,347.00
			Totals for MALCOR ROOFING OF ILLINOIS IN	2,444.56
MENARDS, ELGIN	77632	Maintenance Supplies	20E001 2540 4110 00 000000 0000	159.37
MENARDS, ELGIN	77728	Maintenance Supplies	20E001 2540 4110 00 000000 0000	46.35
MENARDS, ELGIN	77917	Maintenance Supplies	20E001 2540 4110 00 000000 0000	815.03
MENARDS, ELGIN	79169	Maintenance Supplies	20E001 2540 4110 00 000000 0000	157.32
MENARDS, ELGIN	79490	Maintenance Supplies	20E001 2540 4110 00 000000 0000	62.88
MENARDS, ELGIN	79515	Maintenance Supplies	20E001 2540 4110 00 000000 0000	243.13
MENARDS, ELGIN	79557	Maintenance Supplies	20E001 2540 4110 00 000000 0000	564.34
MENARDS, ELGIN	80443	Maintenance Supplies	20E001 2540 4110 00 000000 0000	917.97
MENARDS, ELGIN	80472	Maintenance Supplies	20E001 2540 4110 00 000000 0000	49.98
MENARDS, ELGIN	80651	Maintenance Supplies	20E001 2540 4110 00 000000 0000	37.28
MENARDS, ELGIN	80891	Maintenance Supplies	20E001 2540 4110 00 000000 0000	14.73
MENARDS, ELGIN	81048	Maintenance Supplies	20E001 2540 4110 00 000000 0000	72.01
MENARDS, ELGIN	81089	Maintenance Supplies	20E001 2540 4110 00 000000 0000	82.98
MENARDS, ELGIN	81490	Maintenance Supplies	20E001 2540 4110 00 000000 0000	582.10
MENARDS, ELGIN	81558	Maintenance Supplies	20E001 2540 4110 00 000000 0000	295.25
MENARDS, ELGIN	81749	Maintenance Supplies	20E001 2540 4110 00 000000 0000	466.54
MENARDS, ELGIN	81791	Maintenance Supplies	20E001 2540 4110 00 000000 0000	153.53
MENARDS, ELGIN	81887	Maintenance Supplies	20E001 2540 4110 00 000000 0000	232.84

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for MENARDS, ELGIN	4,953.63
MIDWEST TRANSIT EQUI	V101014708	Bus leases 2025 (10) 29 passenger	40E001 2550 3250 00 000000 0000	289,970.00
MIDWEST TRANSIT EQUI	V101014709	Bus leases 2024 (3) 21+1 Collins	40E001 2550 3250 00 000000 0000	89,946.00
			Totals for MIDWEST TRANSIT EQUIPMENT, IN	379,916.00
MINEHART, MEGAN	May 9	Reimb for Teacher Appreciation Week Supplies	10E011 2410 4900 00 000000 0000	132.30
			Totals for MINEHART, MEGAN	132.30
NETSUPPORT INCORPORA	INV6845	Annual NetSupport School Maintenance	10E001 2660 3160 00 000000 0000	1,512.00
			Totals for NETSUPPORT INCORPORATED	1,512.00
NICOR GAS	25108036754 04-2	Nicor Delivery Fee CT	20E010 2540 4650 00 000000 0000	973.64
NICOR GAS	25108036754 05-2	Nicor Gas Delivery Fee CT	20E010 2540 4650 00 000000 0000	822.30
NICOR GAS	34854410007 04-2	Nicor Gas Delivery Fee CMS	20E003 2540 4650 00 000000 0000	788.29
NICOR GAS	34854410007 05-2	Nicor Gas Delivery Fee CMS	20E003 2540 4650 00 000000 0000	619.63
NICOR GAS	50818310000 04-2	Nicor Gas Delivery Fee CHS	20E002 2540 4650 00 000000 0000	1,772.19
NICOR GAS	60695549521 04-2	Nicor Delivery Fee PKMS	20E011 2540 4650 00 000000 0000	1,440.76
NICOR GAS	60695549521 05-2	Nicor Gas Delivery Fee PKMS	20E011 2540 4650 00 000000 0000	1,113.30
NICOR GAS	71598710003 04-2	Nicor Gas Delivery Fee LL	20E005 2540 4650 00 000000 0000	402.74
NICOR GAS	81115810004 04-2	Nicor Delivery Fee DO	20E001 2540 4650 00 000000 0000	318.64
NICOR GAS	85998410006 04-2	Nicor Delivery Fee PV	20E008 2540 4650 00 000000 0000	722.86
NICOR GAS	85998410006 05-2	Nicor Gas Delivery Fee PV	20E008 2540 4650 00 000000 0000	593.09
NICOR GAS	96617810005 04-2	Gas Delivery Fee HBT	20E004 2540 4650 00 000000 0000	596.35
			Totals for NICOR GAS	10,163.79
NIHIP	July 2024 Final	Medical Claims	10E001 2320 2250 00 000000 0000	1.80
NIHIP	July 2024 Final	Medical Claims	10E002 1130 2210 00 000000 0000	2.00
NIHIP	July 2024 Final	Medical Claims	10E002 1130 2220 00 000000 0000	-1,023.73
NIHIP	July 2024 Final	Medical Claims	20E001 2540 2210 00 000000 0000	1.51
NIHIP	July 2024 Final	Medical Claims	20E001 2540 2220 00 000000 0000	787.57
NIHIP	July 2024 Final	Medical Claims	40E001 2550 2220 00 000000 0000	-730.27
			Totals for NIHIP	-961.12
NOLAN, SARAH	Jun 2024	June Mileage Reimbursement	10E001 2330 3320 00 000000 0000	10.05
			Totals for NOLAN, SARAH	10.05
NORTHWEST HEALTH AND	825	AED Cabinet Key	10E004 1110 4250 00 000000 0000	18.99
			Totals for NORTHWEST HEALTH AND SAFETY,	18.99
NRG	HS44226234	Gas Service All Buildings	20E001 2540 4650 00 000000 0000	260.40
NRG	HS44226234	Gas Service All Buildings	20E002 2540 4650 00 000000 0000	3,318.54
NRG	HS44226234	Gas Service All Buildings	20E003 2540 4650 00 000000 0000	1,264.21
NRG	HS44226234	Gas Service All Buildings	20E004 2540 4650 00 000000 0000	742.05
NRG	HS44226234	Gas Service All Buildings	20E005 2540 4650 00 000000 0000	473.85
NRG	HS44226234	Gas Service All Buildings	20E008 2540 4650 00 000000 0000	1,125.25
NRG	HS44226234	Gas Service All Buildings	20E010 2540 4650 00 000000 0000	1,048.16
NRG	HS44226234	Gas Service All Buildings	20E011 2540 4650 00 000000 0000	1,824.95
NRG	HS44278641	Gas Service All Buildings	20E001 2540 4650 00 000000 0000	102.07
NRG	HS44278641	Gas Service All Buildings	20E002 2540 4650 00 000000 0000	1,891.82
NRG	HS44278641	Gas Service All Buildings	20E003 2540 4650 00 000000 0000	730.42
NRG	HS44278641	Gas Service All Buildings	20E004 2540 4650 00 000000 0000	321.26
NRG	HS44278641	Gas Service All Buildings	20E005 2540 4650 00 000000 0000	271.97
NRG	HS44278641	Gas Service All Buildings	20E008 2540 4650 00 000000 0000	627.03

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NRG	HS44278641	Gas Service All Buildings	20E010 2540 4650 00 000000 0000	630.25
NRG	HS44278641	Gas Service All Buildings	20E011 2540 4650 00 000000 0000	1,022.90
			Totals for NRG	15,655.13
PACE ANALYTICAL SERV	247204103	Water Sample Testing Results CMS	20E001 2540 3100 00 000000 0000	310.20
PACE ANALYTICAL SERV	247207226	Water Sample Results PV	20E001 2540 3100 00 000000 0000	74.00
PACE ANALYTICAL SERV	247207227	Water Sample Results LL	20E001 2540 3100 00 000000 0000	74.00
PACE ANALYTICAL SERV	247207527	Water Testing Results PV	20E001 2540 3100 00 000000 0000	259.00
			Totals for PACE ANALYTICAL SERVICES, LLC	717.20
PARENTSQUARE, INC	2024-11752	Annual Renewal 7/1/24	10E001 2660 3160 00 000000 0000	22,720.50
			Totals for PARENTSQUARE, INC	22,720.50
PEERBOOM, JASON	Uniform FY24c	2023-2024 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	96.49
			Totals for PEERBOOM, JASON	96.49
PEERLESS NETWORK, IN	53209	Phones 6/15 - 7/14	20E001 2540 3400 00 000000 0000	1,282.81
			Totals for PEERLESS NETWORK, INC.	1,282.81
POTSIC, MICHAEL	Jun 2024	June Mileage Reimbursement	10E001 2330 3320 00 000000 0000	29.48
			Totals for POTSIC, MICHAEL	29.48
PSIC	W/C FY25	Workers Compensation FY25 balance	80E001 2362 3820 00 000000 0000	30,206.05
			Totals for PSIC	30,206.05
RALPH HELM INC	395905	Grounds Supplies	20E001 2540 4120 00 000000 0000	231.60
RALPH HELM INC	396300	Grounds Supplies	20E001 2540 4120 00 000000 0000	129.58
			Totals for RALPH HELM INC	361.18
RAY SCHRIEBER DISPOS	643	Yard Waste Removal CHS	20E001 2540 3210 00 000000 0000	500.00
			Totals for RAY SCHRIEBER DISPOSAL CO	500.00
RENAISSANCE LEARNING	INV5327267	Fastbridge 23-24 Overage	10E001 2212 3800 00 000000 0000	841.00
			Totals for RENAISSANCE LEARNING, INC	841.00
REVELS TURF AND TRAC	302960	Grounds Supplies	20E001 2540 4120 00 000000 0000	24.12
			Totals for REVELS TURF AND TRACTOR, LLC	24.12
RT REPAIR	18307	Grounds Vehicle Repair	20E002 2540 3230 00 000000 0000	1,685.68
			Totals for RT REPAIR	1,685.68
RUSSO POWER EQUIPMEN	SPI20634818	Grounds Supplies	20E001 2540 4120 00 000000 0000	1,433.90
			Totals for RUSSO POWER EQUIPMENT	1,433.90
SANTANDER LEASING LL	11054172	Bus Leases	40E001 2550 3250 00 000000 0000	1,605,276.00
			Totals for SANTANDER LEASING LLC	1,605,276.00
SCHOLASTIC CLASSROOM	M74800574	Classroom Magazines	10E004 1110 4200 00 000000 0000	6,149.56
			Totals for SCHOLASTIC CLASSROOM MAGAZINE	6,149.56
SCHOOL SPECIALTY LLC	208134238347	Kindergarten Rugs	10E004 1110 7100 00 000000 0000	2,262.46
			Totals for SCHOOL SPECIALTY LLC	2,262.46
SERVICE CONCEPTS, IN	33016	Maintenance Supplies	20E001 2540 4110 00 000000 0000	925.30
SERVICE CONCEPTS, IN	33017	Maintenance Supplies	20E001 2540 4110 00 000000 0000	221.28
SERVICE CONCEPTS, IN	33018	Maintenance Repairs	20E001 2540 3100 00 000000 0000	0.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SERVICE CONCEPTS, IN	33046	Generator Gas Piping HBT	20E004 2540 5400 00 392500 0000	1,283.76
SERVICE CONCEPTS, IN	33047	Generator Gas Piping Maintenance/Transportation	20E001 2540 3100 00 000000 0000	1,106.00
SERVICE CONCEPTS, IN	33047	Generator Gas Piping Maintenance/Transportation	20E001 2540 7100 00 000000 0000	1,722.20
SERVICE CONCEPTS, IN	33048	Generator Gas Piping LL	20E001 2540 3100 00 000000 0000	2,054.00
SERVICE CONCEPTS, IN	33048	Generator Gas Piping LL	20E001 2540 7100 00 000000 0000	1,883.30
SERVICE CONCEPTS, IN	33049	Maintenance Supplies	20E001 2540 4110 00 000000 0000	582.46
SERVICE CONCEPTS, IN	33050	Maintenance Repairs	20E001 2540 3100 00 000000 0000	0.00
SERVICE CONCEPTS, IN	33051	Extra FY24 Contract Hours	20E001 2540 3100 00 000000 0000	41,700.00
SERVICE CONCEPTS, IN	33070	Maintenance Supplies	20E001 2540 4110 00 000000 0000	787.20
SERVICE CONCEPTS, IN	33071	Generator Gas Piping PV	20E008 2540 5400 00 392500 0000	6,799.36
SERVICE CONCEPTS, IN	33072	Generator Gas Piping HBT	20E004 2540 5400 00 392500 0000	6,797.11
SERVICE CONCEPTS, IN	33073	Generator Gas Piping LL	20E001 2540 3100 00 000000 0000	474.00
SERVICE CONCEPTS, IN	33074	Maintenance Supplies	20E001 2540 7100 00 000000 0000	2,990.33
SERVICE CONCEPTS, IN	33101	Maintenance Supplies	20E001 2540 4110 00 000000 0000	7,452.24
SERVICE CONCEPTS, IN	33102	Generator Gas Piping HBT	20E004 2540 5400 00 392500 0000	742.50
SERVICE CONCEPTS, IN	33103	Maintenance Supplies	20E001 2540 4110 00 000000 0000	50.30
SERVICE CONCEPTS, IN	33104	Maintenance Supplies	20E001 2540 3100 00 000000 0000	198.00
SERVICE CONCEPTS, IN	33105	Maintenance Supplies	20E001 2540 7100 00 000000 0000	1,314.57
SERVICE CONCEPTS, IN	33106	Maintenance Repairs	20E001 2540 3100 00 000000 0000	0.00
SERVICE CONCEPTS, IN	33150	Maintenance Supplies	20E001 2540 7100 00 000000 0000	3,621.10
SERVICE CONCEPTS, IN	33151	Maintenance Supplies	20E001 2540 7100 00 000000 0000	4,121.43
SERVICE CONCEPTS, IN	33152	Maintenance Supplies	20E001 2540 4110 00 000000 0000	242.98
SERVICE CONCEPTS, IN	33153	Maintenance Supplies	20E001 2540 4110 00 000000 0000	639.45
SERVICE CONCEPTS, IN	33175	Backflow Prevention Inspection PKMS	20E001 2540 3100 00 000000 0000	500.00
SERVICE CONCEPTS, IN	33176	Backflow Prevention Inspection CT	20E001 2540 3100 00 000000 0000	500.00
SERVICE CONCEPTS, IN	33177	Maintenance Supplies	20E001 2540 4110 00 000000 0000	91.00
SERVICE CONCEPTS, IN	33210	Backflow Prevention Annual Inspection CHS	20E001 2540 3100 00 000000 0000	500.00
SERVICE CONCEPTS, IN	33211	Backflow Prevention Annual Inspection DO	20E001 2540 3100 00 000000 0000	100.00
SERVICE CONCEPTS, IN	33212	Backflow Prevention Annual Inspection HBT	20E001 2540 3100 00 000000 0000	100.00
SERVICE CONCEPTS, IN	33213	Backflow Prevention Annual Inspection CMS	20E001 2540 3100 00 000000 0000	200.00
SERVICE CONCEPTS, IN	33214	Backflow Prevention Annual Inspection LL	20E001 2540 3100 00 000000 0000	200.00
SERVICE CONCEPTS, IN	33215	Backflow Prevention Annual Inspection PV	20E001 2540 3100 00 000000 0000	200.00
SERVICE CONCEPTS, IN	33216	Maintenance Supplies	20E001 2540 7100 00 000000 0000	1,423.14
SERVICE CONCEPTS, IN	33217	Maintenance Supplies	20E001 2540 4110 00 000000 0000	14.74
SERVICE CONCEPTS, IN	32653	Maintenance Supplies	20E001 2540 7100 00 000000 0000	1,562.84
SERVICE CONCEPTS, IN	32678	Maintenance Supplies	20E001 2540 7100 00 000000 0000	2,636.98
SERVICE CONCEPTS, IN	33179	Second Year of the 2024-2025 Preventative Maintenance Contract	20E001 2540 3100 00 000000 0000	208,500.00
SERVICE CONCEPTS, IN	33180	Second Year of the 2024-2025 Plumbing Contract	20E001 2540 3100 00 000000 0000	33,360.00
			Totals for SERVICE CONCEPTS, INC	337,597.57
SERVICE SANITATION I	8837755	Port O Let Delivered CHS	20E001 2540 3100 00 000000 0000	185.15
SERVICE SANITATION I	8852625	Service of Mobile Classrooms and Port O Lets CHS	20E001 2540 3100 00 000000 0000	695.40
SERVICE SANITATION I	8852626	Service of Mobile Classrooms and Port O Lets PKMS	20E001 2540 3100 00 000000 0000	281.10

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SERVICE SANITATION I	8852627	Service of Mobile Classrooms and Port O Lets CHS	20E001 2540 3100 00 000000 0000	1,497.00
SERVICE SANITATION I	8852628	Service of Mobile Classrooms and Port O Lets CT	20E001 2540 3100 00 000000 0000	2,781.60
SERVICE SANITATION I	8852629	Service of Mobile Classrooms and Port O Lets HBT	20E001 2540 3100 00 000000 0000	2,781.60
SERVICE SANITATION I	8852630	Service of Mobile Classrooms and Port O Lets PV	20E001 2540 3100 00 000000 0000	2,781.60
SERVICE SANITATION I	8852631	Service of Mobile Classrooms and Port O Lets LL	20E001 2540 3100 00 000000 0000	1,390.80
			Totals for SERVICE SANITATION INC	12,394.25
SHALES MCNUTT CONSTR	Appl No. 09	CHS Classroom Addition	20E002 2540 5400 00 000000 0000	1,164,762.04
			Totals for SHALES MCNUTT CONSTRUCTION	1,164,762.04
SMARTSIGN/MY PARKING	MPS-854854	CHS Parking Signs	20E001 2540 4120 00 000000 0000	387.35
			Totals for SMARTSIGN/MY PARKING SIGN	387.35
SOFT WATER CITY, INC	SC10275	Maintenance Supplies	20E001 2540 3100 00 000000 0000	110.00
			Totals for SOFT WATER CITY, INC	110.00
SONITROL CHICAGOLAND	256910	Security Services LL	20E001 2540 3100 00 000000 0000	585.00
SONITROL CHICAGOLAND	257165	Security Services CHS	20E001 2540 3100 00 000000 0000	2,760.00
SONITROL CHICAGOLAND	257166	Security Services CMS	20E001 2540 3100 00 000000 0000	2,511.00
SONITROL CHICAGOLAND	257167	Security Services PKMS	20E001 2540 3100 00 000000 0000	2,091.00
			Totals for SONITROL CHICAGOLAND WEST	7,947.00
STATE FIRE MARSHAL	9696096	Boiler Inspection Fees CHS HBT PV	20E001 2540 3100 00 000000 0000	1,400.00
			Totals for STATE FIRE MARSHAL	1,400.00
TANNER'S AUTO AND TR	942	Grounds Vehicle Repair	20E002 2540 3230 00 000000 0000	534.81
			Totals for TANNER'S AUTO AND TRUCK REPAI	534.81
TESTA PRODUCE	5685710	Fresh Produce	10E011 2560 4100 00 000000 0000	94.50
TESTA PRODUCE	5687927	Fresh Produce	10E011 2560 4100 00 000000 0000	57.00
			Totals for TESTA PRODUCE	151.50
THE GREAT BOOKS FOUN	SO-0056643	Textbooks	10E002 1130 4200 00 000000 0000	844.58
			Totals for THE GREAT BOOKS FOUNDATION	844.58
ULINE	179191607	Plastic Storage Containers	10E004 2410 4100 00 000000 0000	250.08
			Totals for ULINE	250.08
UNIQUE PRODUCTS & SE	467360	Custodial Supplies	20E001 2540 4100 00 000000 0000	2,931.75
			Totals for UNIQUE PRODUCTS & SERVICE COR	2,931.75
UNITED STATES FLAG	INV724903	Flags	10E004 1110 4100 00 000000 0000	33.60
			Totals for UNITED STATES FLAG	33.60
US BANK EQUIPMENT FI	531223709	Copiers	10E001 2410 3250 00 000000 0000	1,952.02
			Totals for US BANK EQUIPMENT FINANCE, IN	1,952.02
VARACALLI, VINCENT	Uniform FY24a	2023-2024 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	251.62
			Totals for VARACALLI, VINCENT	251.62
VAUGHN, MICHELLE	Jun 2024	June Mileage Reimbursement	10E001 1205 3320 00 000000 0000	74.76

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for VAUGHN, MICHELLE	74.76
VILLAGE OF BURLINGTO	119 06-24	Water Service DO	20E001 2540 3700 00 000000 0000	46.90
			Totals for VILLAGE OF BURLINGTON	46.90
WENGER CORPORATION	873367	Repairs	10E011 1120 3230 00 000000 0000	901.52
			Totals for WENGER CORPORATION	901.52
WILLIAMS SCOTSMAN	W1080824	CHS Payment for W1080824, ALS Mobile Rental 2024-2025	20E001 2540 3100 00 000000 0000	9,792.00
			Totals for WILLIAMS SCOTSMAN	9,792.00
			Totals for checks	4,170,729.23

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	197,520.46	197,520.46
20	OPERATIONS AND MAINTENANCE	0.00	0.00	1,958,774.61	1,958,774.61
40	TRANSPORTATION FUND	0.00	0.00	1,984,228.11	1,984,228.11
80	TORT FUND	0.00	0.00	30,206.05	30,206.05
*** Fund Summary Totals ***		0.00	0.00	4,170,729.23	4,170,729.23

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

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BROCK, ROBERT	May 15	CHS Baseball Official 5/15/24	10E002 1500 3190 00 000000 0000	74.00
			Totals for BROCK, ROBERT	74.00
COLLINS, GARY	May 9	CHS Track Meet Official 5/9/24	10E002 1500 3190 00 000000 0000	229.00
			Totals for COLLINS, GARY	229.00
FEISS, RICHARD	May 15	CHS Boys Lacrosse Official 5/15/24	10E002 1500 3190 00 000000 0000	70.00
			Totals for FEISS, RICHARD	70.00
FIELD, JODY	Apr 11a	PKMS Track Meet Starter 4/11/24	10E011 1500 3190 00 000000 0000	140.00
			Totals for FIELD, JODY	140.00
JACKSON, CHARLES	May 15	CHS Boys Lacrosse Official 5/15/24	10E002 1500 3190 00 000000 0000	70.00
			Totals for JACKSON, CHARLES	70.00
KAUKE, KENNETH	May 14	CHS Boys Lacrosse Official 5/14/24, 2 Games	10E002 1500 3190 00 000000 0000	152.00
			Totals for KAUKE, KENNETH	152.00
KAUKE, SPENCER	May 14	CHS Boys Lacrosse Official 5/14/24, 2 Games	10E002 1500 3190 00 000000 0000	152.00
			Totals for KAUKE, SPENCER	152.00
KELLER, CRENDEN	May 9	CHS Track Meet Official 5/9/24	10E002 1500 3190 00 000000 0000	229.00
			Totals for KELLER, CRENDEN	229.00
LETIZIA, JAMES	May 13	CHS Boys Lacrosse Official 5/13/24, 2 Games	10E002 1500 3190 00 000000 0000	152.00
			Totals for LETIZIA, JAMES	152.00
MACHESKY, DENNIS	May 17a	CHS Baseball Official 5/17/24	10E002 1500 3190 00 000000 0000	74.00
			Totals for MACHESKY, DENNIS	74.00
MAESTRO, JOSEPH	May 9	CHS Softball Official 5/9/24-reissue	10E002 1500 3190 00 000000 0000	77.00
			Totals for MAESTRO, JOSEPH	77.00
MENA, BEN	Apr 10	CHS Softball Official 4/10/24	10E002 1500 3190 00 000000 0000	74.00
			Totals for MENA, BEN	74.00
RUSSELL, JAKE	May 15	CHS Baseball Official 5/15/24	10E002 1500 3190 00 000000 0000	74.00
			Totals for RUSSELL, JAKE	74.00
SNODGRASS, MATTHEW	May 17	CHS Baseball Official 5/17/24	10E002 1500 3190 00 000000 0000	74.00
			Totals for SNODGRASS, MATTHEW	74.00
WILSON, RANDY	May 13	CHS Boys Lacrosse Official 5/13/24, 2 Games	10E002 1500 3190 00 000000 0000	152.00
			Totals for WILSON, RANDY	152.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for checks	1,793.00

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	1,793.00	1,793.00
*** Fund Summary Totals ***		0.00	0.00	1,793.00	1,793.00

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

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SAMMY'S MEXICAN GRIL	June 7	Luncheon for B & G All-Staff Meeting 6-7-24	20E001 2540 4110 00 000000 0000	930.00
			Totals for SAMMY'S MEXICAN GRILL	930.00
VOLCANO FALLS ADVENT	May 24	CMS 8th Grade Volcano Falls Field Trip 5/28/24	10E003 1120 3900 00 000000 0000	8,300.00
			Totals for VOLCANO FALLS ADVENTURE PARK	8,300.00
			Totals for checks	9,230.00

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	8,300.00	8,300.00
20	OPERATIONS AND MAINTENANCE	0.00	0.00	930.00	930.00
*** Fund Summary Totals ***		0.00	0.00	9,230.00	9,230.00

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

Northern Kane County Regional Vocational System
Revenues and Expenditures Report
June 2024

Revenues

Source	Description	2023-24 Original Budget	% of Fund	June MTD	2023-24 FYTD	Budget Remaining	FYTD Percent
1999-00	Other Local Revenue	24,250.00	3.58%	-	14,550.00	9,700.00	60.00%
Total Local Revenues		**24,250.00**	**3.58%**	**-**	**14,550.00**	**9,700.00**	**60.00%**
3220-00	Career & Technical Education	1,320,526.00	63.88%	45,860.00	1,438,337.00	(117,811.00)	108.92%
3220-02	CTE Educator Pathway	45,233.00	2.19%	-	20,000.00	25,233.00	44.22%
Total State Revenues		**1,365,759.00**	**66.07%**	**45,860.00**	**1,458,337.00**	**(92,578.00)**	**106.78%**
4745-00	Perkins V Grant	677,270.00	32.76%	173,277.00	645,054.00	32,216.00	95.24%
Total Federal Revenues		**677,270.00**	**32.76%**	**173,277.00**	**645,054.00**	**32,216.00**	**95.24%**
Total Revenues		**2,067,279.00**	**102.41%**	**219,137.00**	**2,117,941.00**	**(50,662.00)**	**102.45%**

Expenditures

Object	Description	2023-24 Original Budget	% of Fund	June MTD	2023-24 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
1000	Salaries	225,967.00	10.91%	14,472.84	178,147.24	-	47,819.76	78.84%
2000	Benefits	72,484.00	3.50%	3,696.21	43,020.27	-	29,463.73	59.35%
3000	Purchased Services	80,900.00	3.91%	5,265.75	87,990.63	-	(7,090.63)	108.76%
4000	Supplies	10,651.00	0.51%	158.33	6,364.93	-	4,286.07	59.76%
6000	Other/Dues/Fees	1,680,927.00	81.17%	281,584.34	1,785,416.21	-	(104,489.21)	106.22%
Total Expenditures		**2,070,929.00**	**100.00%**	**305,177.47**	**2,100,939.28**	**-**	**(30,010.28)**	**101.45%**

FD	Description	June 2023-24 Beginning Balance	June 2023-24 Deposits	June 2023-24 Withdrawals	June 2023-24 Monthly Activity	Ending Balance
97	NKRVS CASH	531,219.83	219,137.00	305,177.47	-86,040.47	445,179.36
97		531,219.83	219,137.00	305,177.47	-86,040.47	445,179.36
	Grand Asset Totals	531,219.83	219,137.00	305,177.47	-86,040.47	445,179.36

Number of Accounts: 1

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

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NORTHERN ILLINOIS UNIVERSITY	COE000243	Career Exploration Day Catering	97E110 2210 3100 02 322000	2,765.75
			Totals for NORTHERN ILLINOIS UNIVERSITY	2,765.75
			Totals for checks	2,765.75

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	2,765.75	2,765.75
*** Fund Summary Totals ***		0.00	0.00	2,765.75	2,765.75

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

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2120 1100 00 474500	4,139.16
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2120 2100 00 474500	1,217.52
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2210 1100 00 474500	1,631.88
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2210 2100 00 474500	392.75
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2330 1100 00 474500	12.12
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2620 2100 00 474500	101.88
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2620 1100 00 474500	437.50
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2120 1100 00 322000	4,139.15
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2120 2100 00 322000	1,217.53
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2210 1100 00 322000	1,631.88
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2210 2100 00 322000	302.50
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2330 1100 00 322000	1,958.75
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2330 2100 00 322000	367.50
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2620 1100 00 322000	522.37
CENTRAL COMMUNITY USD 301	Jun 2024	NK Reimb Payroll and Benefits June 2024	97E110 2620 2100 00 322000	96.50
			Totals for CENTRAL COMMUNITY USD 301	18,168.99
COMMUNITY UNIT SCHOOL DIST 303	Jun FY24 CTE	FY24 CTE June	97E110 4140 6400 04 322000	9,568.56
			Totals for COMMUNITY UNIT SCHOOL DIST 30	9,568.56
			Totals for checks	27,737.55

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	27,737.55	27,737.55
*** Fund Summary Totals ***		0.00	0.00	27,737.55	27,737.55

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

School Board

Uniform Grievance Procedure

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 Board 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. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited)*
5. ~~Equal Employment Opportunities Act (~~Title VII of the Civil Rights Act of 1964~~)~~, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
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 Board 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
Address
Burlington, IL 60109

matthew.haug@central301.net
Email

847-464-6005
Telephone

Complaint Managers:

Shayne Birkmeier
Name
275 South St., P.O. Box 396
Address
Burlington, IL 60109

shayne.birkmeier@central301.net

Taylor Ruiz
Name
275 South St., P.O. Box 396
Address
Burlington, IL 60109

taylor.ruiz@central301.net

Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1232g, Family Education Rights Privacy Act.
20 U.S.C. §1400, The Individuals with Disabilities Education Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
29 U.S.C. §2612, Family and Medical Leave Act.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e et seq., ~~Equal Employment Opportunities Act (~~Title VII of the Civil Rights Act of 1964~~)~~.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
42 U.S.C. §12101 et seq., Americans With Disabilities Act.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75 ~~(final citation pending)~~, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
5 ILCS 415/10(a)(2), Government Severance Pay Act.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
410 ILCS 513/, Ill. Genetic Information Privacy Act.
740 ILCS 174/, Whistleblower Act.
740 ILCS 175/, Ill. False Claims Act.
775 ILCS 5/, Ill. Human Rights Act.
820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.
820 ILCS 112/, Equal Pay Act of 2003.
820 ILCS 70/, Employee Credit Privacy Act~~, 70/10(b), and 70/25~~.
23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Operational Services

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds.

Pesticides

Pesticides will not be applied on the paved surfaces, playgrounds, or playing fields of any school serving grades K-8 during a school day or partial school day when students are in attendance for instructional purposes. Additionally, the application of any r~~R~~estricted use of pesticides ~~will not be applied~~ is prohibited on or within 500 feet of school property during normal school hours. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Coal Tar Sealant

~~Beginning on 1-1-23,~~ B~~b~~efore coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF: 105 ILCS 5/10-20.17a; 5/10-20.48.
29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).
29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 135/, Toxic Art Supplies in Schools Act.
105 ILCS 140/, Green Cleaning School Act.
105 ILCS 160/, Pesticide Application at Schools Act.
225 ILCS 235/, Structural Pest Control Act.
415 ILCS 60/14, Illinois Pesticide Act.
415 ILCS 65/, Lawn Care Products Application and Notice Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (inoperative)
23 Ill.Admin.Code §1.330.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

Instruction

School Wellness

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

The Principal and/or food service director will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual, and distributed to students and their parents/guardians through student handbooks; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

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

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

Goals for Physical Activity

The goals for addressing physical activity include the following:

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

Goals for Other School-Based Activities

The goals for school-based activities include the following:

- Schools will support and promote a healthy eating environment for students.
- Schools will promote and participate in wellness activities.
- Schools will offer other school-based activities to support student health and wellness, including coordinated events and clubs.

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

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

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

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

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

Exempted Fundraising Day (EFD) Requests

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

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

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

Guidelines for Reimbursable School Meals

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

Unused Food Sharing Plan

In collaboration with the District's local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

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

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

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

Community Involvement

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

Recordkeeping

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

LEGAL REF.: Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.
42 U.S.C. §1751 et seq., Richard B. Russell National School Lunch Act.
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.
42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.
50 ILCS 205/, Local Records Act.
105 ILCS 5/2-3.139 and 5/2-3.189.
23 Ill.Admin.Code Part 305, Food Program.
ISBE's *School Wellness Policy* Goal, adopted Oct. 2007.

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

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects ~~offered~~ may include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects ~~offered~~ may include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government, and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

   Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include~~:~~; (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.
3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.

7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all g~~G~~rades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.*
8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education.*
10. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, ~~and~~ (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, and (f) beginning in the fall of 2024, in grades 9-12, the dangers of fentanyl. The Superintendent shall ~~implement a comprehensive health education program in accordance with State law~~ provide a program in compliance with the Critical Health Problems and Comprehensive Health Education Act.
11. In grades 9 through 12, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
12. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
13. ~~Beginning in the fall of 2022, i~~In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
14. ~~Beginning in the fall of 2022, i~~In grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing

podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.

15. ~~Beginning in the fall of 2023, i~~In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. Computer science means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
16. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
17. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, ~~the~~ African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovakians in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, ~~and~~ (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05 (required upon receipt of instructional material from the Ill. State Board of Education).
18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
20. In all schools, the curriculum includes ~~a unit of~~ instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

24. ~~Beginning in the fall of 2022, i~~In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
25. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.
Pub. L. No. 110-385, Title II, 122 stat.~~,~~ 4096 (2008), Protecting Children in the 21st Century Act.
47 C.F.R. §54.520.
5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/10-20.793 ~~(final citation pending)~~, 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.05, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2.
105 ILCS 110/3, Comprehensive Health Education Program.
105 ILCS 435/, Vocational Education Act.
625 ILCS 5/6-408.5, Ill. Vehicle Code.
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior); 7:260 (Exemption from Physical Education)

Instruction

English Learners

The District offers opportunities for resident English Learners to achieve at high levels in ~~of~~ academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (a~~.~~) the reasons for their child's identification, (b~~.~~) their child's level of English proficiency, (c~~.~~) the method of instruction to be used, (d~~.~~) how the program will meet their child's needs, (e~~.~~) how the program will specifically help their child learn English and meet ~~the~~ age-appropriate academic achievement standards for grade promotion and graduation, (f~~.~~) specific exit requirements of the program, (g~~.~~) how the program will meet their child's individualized education program, if applicable, and (h~~.~~) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children~~;~~, ~~and~~ (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

LEGAL REF.: 20 U.S.C. §§6312, 6314, 6315, and 6318. ~~6319 and~~
20 U.S.C. §6801 et seq.
34 C.F.R. Part 200.
105 ILCS 5/14C-1 et seq.
23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

Students

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, ~~color,~~ nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board Policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the ~~School~~ Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF:
20 U.S.C. §1681 et~~.~~ s~~S~~eq., Title IX of the Education Amendments of 1972~~;~~;
~~Implemented by~~ 34 C.F.R. Part 106.
29 U.S.C. §791 et~~.~~ s~~S~~eq., Rehabilitation Act of 1973; 34 C.F.R. Part 104
42 U.S.C.§2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100 .
42 U.S.C. §11431 et~~.~~ s~~S~~eq., M~~c~~cKinney-Vento Homeless Assistance Act.
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, and 5/27-1.
775 ILCS 5/1-101 et~~.~~ seq., Illinois Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Students~~'~~ Rights and Responsibilities), 7:160 (Student A~~a~~ppearance), 7:165 (School Uniforms), 7:180 (Prevention and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings – Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

Students

Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in ~~Board~~ policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or ~~and regardless of~~ who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see pPolicy 7:240, *Conduct Code for Participants in Extracurricular Activities*).
4. Is otherwise authorized by Board policy.

Prohibition on Selling or Marketing~~, or~~ Students' Personal Information ~~Is Prohibited~~

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, t~~T~~he above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure, or~~,~~ use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's ~~"~~*personal information*~~"~~ to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. ~~The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.~~
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

Transfer of Rights

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: 20 U.S.C. §1232h. Protection of Pupil Rights Act.~~;~~
105 ILCS 5/10-20.38.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act~~, P.A. 105. ILCS 5/10-20.38~~.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials),~~ 6:220 (Instructional Materials Selection and Adoption),~~ 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Activities)

Students

Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student 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; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure.* The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Dr. Matthew Haug
Name
275 South St., P.O. Box 396, Burlington, IL 60109
Address
matthew.haug@central301.net
Email
847-464-6005
Telephone

Complaint Managers:

Shayne Birkmeier
Name
275 South St., P.O. Box 396, Burlington, IL 60109
Address
shayne.birkmeier@central301.net
Email
847-464-6005
Telephone

Taylor Ruiz
Name
275 South St., P.O. Box 396, Burlington, IL 60109
Address
taylor.ruiz@central301.net
Email
847-464-6005
Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy is in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.*

For any other alleged student harassment that does not require action under Board policy~~y~~ies 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited,* the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy 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, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, ~~and~~ 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C. F. R. Part 100.

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Students

School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a ~~the~~ child's readiness to attend school, the District may permit him or her ~~a child will be allowed~~ to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed ~~certified~~ teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board p~~P~~olicy 6:135, *Accelerated Placement Program*.

Admission Procedure

All students must register for school each year via the online registration process on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent ~~temporary~~ record, and return the certified copy ~~original~~ to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60 *Residence.*
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

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

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill.~~inois~~ Dept.~~artment~~ of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students ~~*High School Only*~~

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by ~~the~~ administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the

Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

LEGAL REF.:
8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.
20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1.
105 ILCS 10/8.1, Ill. School Student Records Act.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
325 ILCS 50/, Missing Children Records Act.
325 ILCS 55/, Missing Children Registration Law.
410 ILCS 315/2e, Communicable Disease Prevention Act.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.
23 Ill.Admin.Code Part 226, Special Education.
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.:
4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, including mental or behavioral health of the student, not to exceed 5 days (without a medical note) and after 2nd mental health day used the student may be referred to the appropriate student support personnel, observance of a religious holiday, death in the immediate family, up to 5 days of vacation per school year, attendance at a civic event (middle/high school student only) provided a 3 day notice is given to building administration and student provides documentation of participation, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to the Election Code (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. Any child "necessarily and lawfully employed" may be exempted from attendance by the Ssuperintendent "on certification of the facts by and the recommendation of the school board." 10 ILCS 5/26-1. The policy's language serves to delegate this "certification of the facts" to the Ssuperintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

   > A student may be excused at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called

to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
    a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
    b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.: 105 ILCS 5/22-92 and 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, and 5/26-18.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and Part 207.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

Students

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process~~;~~ or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q). Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:165 (School Uniforms), 7:190 (Student Behavior)

Students

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
   a. 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.
   b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
   c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
   d. 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 threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
   a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
   b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. 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*.
4. ~~Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.~~
5. Notifies students and parents/guardians of this policy.

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:100 (Staff Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior ~~Discipline~~), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Students

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.~~ The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

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

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.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.
105 ILCS 5/10-20.14, 5/10-22.6, and 10/.
720 ILCS 5/14-3(m).
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

Students

Student Support Services

The District provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent~~(s)~~/guardian~~(s)~~ must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: 105 ILCS 5/10-23.13(b), 5/10-20.59, and 5/21B-25(G).
405 ILCS 49/, Children's Mental Health Act~~ of 2003~~.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations;~~,~~ Immunizations;~~,~~ and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Disease~~s~~), 7:340 (Student Records)

Students

Suicide and Depression Awareness and Prevention

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

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
    a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
    b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
    a. The training required by 105 ILCS 5/10-22.39 for ~~licensed school personnel and administrators~~ all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
    b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
    a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
    b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;

c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;

d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;

e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;

f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;

g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act ~~of 2003~~, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.

5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program,* and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, Children's Mental Health Act ~~of 2003~~, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: 42 U.S.C. § 12101 et seq. Individuals with Disabilities Education Act.
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.763 ~~(final citation pending)~~, 5/10-20.81, 5/10-22.24a, 5/10-22.24b, 5/10-22.39, ~~5/10-20.75 (final citation pending),~~ 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.
5 ILCS 860/, Student Confidential Reporting Act.
405 ILCS 49/, Children's Mental Health Act ~~of 2003~~.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act (YSCSA), that provides, without limitation, each of the following:
   a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
   b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
      i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
      ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
   c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity ~~acknowledging that they have received and read written information that explains concussion prevention, symptoms, treatment, and oversight and that includes guidelines for safely resuming participation in an athletic activity following a concussion. The form must be approved by the Illinois High School Association~~.
   d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
   e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An ~~interscholastic~~ athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
   f. The following individuals must complete concussion training as specified in the ~~Youth Sports Concussion Safety Act~~ YSCSA: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

g. The Board shall approve school-specific emergency action plans ~~as specified in the *Youth Sports Concussion Safety Act*~~ for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussions*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
   a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
   b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
   c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing the online concussion awareness training ~~certification program~~ in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the IHSA ~~Illinois High School Association's~~ video about concussions.
5. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.
9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
20 ILCS 2310/2310-307, Civil Administrative Code of Illinois.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

CENTRAL
UNIT SCHOOL DISTRICT 301

CCUSD #301 Personnel Report
July 15, 2024

New Hire – Certified

Name	School	Position
Brady, Nicole	CHS	Assistant Principal
Daniels, Meghan	PKMS	Math Teacher
Dilenge, Mary	PV	Fifth Grade Teacher
Drendel, Matthew	CMS/PKMS	EL/Spanish Teacher
Ebert, Mark	CHS	Math Teacher
Fielding, Anne	HBT	EC Teacher
Genz, Madelyn	PV	Music Teacher
Hoppe, Jordan	DO	Student Services Coordinator (PV/PKMS)
Janisch, Kristin	LL	PT (.5 FTE) EL Teacher
Kavalackal, Deepa	CHS	English 1-Year Teacher
Matthias, Lisa	HBT	Fourth Grade Teacher
Miller, Kristen	PKMS	SpEd Teacher
Miszuk, Melena	LL	Fifth Grade Teacher
Moehrlin, Aaron	CHS	Math Teacher
Rabe, Maissie	CHS	Social Studies Teacher
Rebone, Stephanie	PV	Kindergarten 1-Year Teacher
Reier, Jenine	PKMS	EL Teacher
Smith, Emily	CHS	Social Studies Teacher
Villagomez, Berenice	CHS	Spanish Teacher

Voluntary Transfer – Certified

Name	School	Position	Effective Date
Lux, Nicole	PV	PT (.5 FTE) EC Teacher	2024-2025 School Year
Muellner, Joanne	LL	Social Worker	2024-2025 School Year

Voluntary Transfer – Non-Certified

Name	School	Position	Effective Date
Jaswani, Jahanvi	PV	EC Paraprofessional	2024-2025 School Year
McMurray, Olivia	HBT	PT (.52 FTE) EC Paraprofessional	2024-2025 School Year

Retirement – Certified

Name	School	Position	Effective Date
Kinnison, Cathryn	CT	SpEd Teacher	End of SY24

Resignation – Certified

Name	School	Position	Effective Date
Rhodes, Rachel	CT	SpEd Teacher	End of SY24

Resignation – Non-Certified

Name	School	Position	Effective Date
Karloski, Melissa	HBT	EC Paraprofessional	End of SY24

Leave of Absence – Non-Certified

Name	School	Position	Effective Date
Pena, Shauna	PKMS	Cook	8/20/2024 for 4-6 weeks

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Stephen Buchs, Director of Curriculum 9-12

TO: District 301 Board of Education, Dr. Esther Mongan, Superintendent

DATE: July 10, 2024

RE: Textbook Adoption for HS Biology - $57,371.16

MATERIALS:

- HMH Science Dimensions Biology - Student Editions
  - $38.80 per unit, Qty - 90 = total $3,492
- HMH Science Dimensions Biology - Teacher Editions
  - $189.75 per unit, Qty - 4 = total $759.00
- HMH Science Dimensions Biology - Student Digital Licenses
  - $131.10 per unit, Qty - 400 = total $52,440.00

Rationale:

This book can be used for Biology and Honors Biology. This book is at a 9th or 10th grade level and this book closely matches the current curriculum. Additionally, some student materials from this text are already being used in current Biology and Honors Biology courses. This textbook is the first choice of texts because it is highly NGSS-aligned, with students and teacher materials designed in such a way as to help students master the performance expectations as well as the content expectations. Real emphasis is placed on having students do science while learning science, and there are research-based learning strategies included in every chapter (i.e., vocabulary strategies, differentiation strategies, etc). Student materials are designed to have students work consistently at higher levels of Webb's Depth of Knowledge (DOK) after working at lower levels, which is what makes this book a perfect fit for both an honors and an on-level Biology curriculum–all students can be challenged at their current levels. These student materials are also available for students to access through the online student portal, which students can login to at any time in order to complete work assigned by the teacher through the teacher portal or to access interactive practice materials that will help students build skills and understand concepts. These interactive practice materials also have students learn material by accessing higher levels of Webb's DOK; these materials are not available to students in the print edition of the text, which is why purchasing online student licenses would be highly desired. The online portal for both students and teachers is also relatively easy to use and for students to learn how to use.

Other rationale provided by the instructors (Peter Mietka, Jamie Fee, Ed McNally, and Terie Engelbrecht):

- Includes interactive practice material resources through the digital portal
- Alignment to NGSS
- Designed to have students do science while learning
- Materials are designed to move students from lower level of Webb's DOK to higher level

Textbook Information:

- *Biology*, By Houghton Mifflin Harcourt, ISBN 978-0-54-486178-7, 978-0-35-839949-0, Copyright: 2018

Recommendation:

The textbook *Biology,* by HMH, is recommended for purchase beginning for the 2024-2025 school year. This book will be a replacement resource as the current Biology book is a Savvas product that is not aligned to NGSS. The purchase will provide one classroom hard copy set to each of the high school Biology classrooms and e-versions accessible by the students.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Stephen Buchs, Director of Curriculum 9-12

TO: District 301 Board of Education, Dr. Esther Mongan, Superintendent

DATE: July 10, 2024

RE: Textbook Adoption for HS Chemistry - $41,593.97

MATERIALS :

- McGraw-Hill -Inspire Science Chemistry E-student Edition
  - $102.54 per unit, Qty - 323 = total $33,120.42
  - 6 year license
- McGraw-Hill -Inspire Science Chemistry Bundle Edition
  - $135.45 per unit, Qty - 60 = total $8,127.00
  - Hardcopy with 6 year E-student online license

Rationale:

The CHS Science Department is requesting to implement the use of McGraw Hill's *Inspire Chemistry* © 2020 at CHS for the on-level and honors level Chemistry courses. This textbook would be a great choice because the scope and sequence of topics is similar to what is currently taught in chemistry; however, the text also includes relevant and up-to-date chemistry phenomena and investigations that would align more closely to the current Illinois Learning Standards for Science (NGSS Standards). This will help chemistry students meet the performance expectations (applying the science to relevant phenomena using content) outlined in the standards as well as help students see the relevance of chemistry in their everyday lives. The text also presents worked examples of chemistry problems that utilize mathematics in a clear and easily understandable format for students.

Other rationale provided by the instructors (Jennifer Santiago and Terie Engelbrecht):

- Great alignment to current scope and sequence topics
- Student friendly online practice problems
- Online Animation/Interactive activities to help students visualize concepts
- Online teacher materials expand current resources

Textbook Information:

- *Inspire Chemistry*, By McGraw-Hill, ISBN 978-0-07-676002-2, 978-0-07-6888447-6, Copyright: 2020

CENTRAL
UNIT SCHOOL DISTRICT 301

Recommendation:
The textbook, *Inspire Science Chemistry*, is recommended for purchase beginning for the 2024-2025 school year. This book will be a replacement resource as the current resource is a Saavas textbook. The purchase will provide two classroom hard copy sets at each CHS Chemistry classroom and e-versions accessible by the students.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Stephen Buchs, Director of Curriculum 9-12 and College Partnerships

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

CC: Patrick Podgorski, Amber Ballard, Donna Gibbons, Ryan Robinson, Ryan Dalen, Kelly Greene

DATE: July 10, 2024

RE: Veterinarian Affiliation Agreements

As part of the National Association of Veterinary Technicians in America (NAVTA) program requirements for students to obtain their Veterinarian Assistant certificate, students are required to complete 100 hours of externships. We are currently working with many different animal clinics to seek partnerships for these opportunities for our students. This agreement ensures that students receive practical experiences that meet educational standards, and ensure an appropriate learning environment away from the students' school that matches the career focus. I am seeking approval for the following sites for the SY24-25. We have worked with each of these locations in the past.

Companion Animal Specialty and Emergency - CASE
Kendall Road Equine Hospital

Standard Affiliation Agreement

Dear Companion Animal Specialty and Emergency

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Companion Animal Specialty and Emergency
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 10th Day, of June 2024, by and between Companion Animal Specialty and Emergency ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Companion Animal Specialty and Emergency facility at 1095 Pingree Rd Ste 120, Crystal Lake, IL 60014 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2024 with the last clinical on August 31st, 2025 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2024 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Companion Animal
Specialty and Emergency
1095 Pingree Rd Ste 120
Crystal Lake, IL 60014

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:
Companion Animal Specialty and Emergency

Signature: Donna Gibbons

Printed Name: Donna Gibbons ,CVT

Title: ER/ICU Department Head

Date: 06/18/2024

Board of Education,
Central Community Unit School District 301

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: Stephen Buchs

Printed Name: Stephen Buchs

Title: Director of Curriculum 9-12

Date: 7/10/2024

1199751.1

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Kendall Road Equine Hospital

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Kendall Road Equine Hospital
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 10th Day, of June 2024, by and between Kendall Road Equine Hospital ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Kendall Road Equine Hospital facility at 10N051 Kendall Rd, Elgin, IL 60124 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2024 with the last clinical on August 31st, 2025 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2024 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Kendall Road Equine
Hospital
10N051 Kendall Rd
Elgin, IL 60124

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:
Kendall Road Equine Hospital

Signature: John R Vacek DVM

Printed Name: John R Vacek DVM

Title: _____

Date: 06/17/24

Board of Education,
Central Community Unit School District 301

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: Stephen Buchs

Printed Name: Stephen Buchs

Title: Director of Curriculum 9-12

Date: 7/10/2024

1199751.1

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Board of Education

FROM: Dr. Esther Mongan, Superintendent

DATE: July 15, 2024

RE: Northwestern Illinois Association (NIA) Executive Board Ballot

---

Central 301 is a member of the Northwestern Illinois Association (NIA) and an annual requirement from the Board is to submit a Ballot for the Executive Board.

The Articles of Agreement for NIA call for the election of the Directors of Special Education and the At-large Members in even numbered years. The ballot is included in the board packet and was included as information in June.

NORTHWESTERN ILLINOIS ASSOCIATION

SUBREGION I BALLOT

EXECUTIVE BOARD

BALLOT INSTRUCTIONS

According to the Articles of Agreement for the Northwestern Illinois Association, the Directors of Special Education and the At-large Members shall be elected within each subregion by the Boards of Education of the member districts in even numbered years.

Each Board of Education shall cast one (1) vote for Director of Special Education and one (1) vote for a Member-at-Large.

VOTE FOR ONE DIRECTOR OF SPECIAL EDUCATION:

- ● Fran Eggleston, Kaneland #302 — Director of Special Education
- ● _____ — WRITE IN – Director of Special Education

VOTE FOR ONE MEMBER-AT-LARGE:

- ● Steve Wilder, Sycamore CUSD #427 — Member-at-Large
- ● _____ — WRITE IN – Member-at-Large

NOTE: Ballots will be counted in the NIA Administrative Office.

PLEASE USE THE ENVELOPE PROVIDED TO RETURN THIS BALLOT BY AUGUST 10, 2024

NORTHWESTERN ILLINOIS ASSOCIATION

BIOGRAPHICAL SKETCH – EXECUTIVE BOARD CANDIDATE – SUBREGION I

DIRECTOR OF SPECIAL EDUCATION

Francine Eggleston is the Director of Special Services at Kaneland School District #302 in Illinois, overseeing the department's responsibilities of identifying and evaluating students with one or more of 13 categories of disability, special education instructional services, transition planning, case study reevaluations, homebound instructional services, Section 504 compliance, and much more. She is an instructor for Northern Illinois University in the department of Special Education. Prior to her current position, she was a principal and special education teacher. Mrs. Eggleston earned her B.A. degree in Education from Carthage College in Wisconsin and her Master's Degree of Education from Aurora University, Aurora, Illinois. Her certifications and endorsements include LBS 1 Special Education; Type 3 Elementary Education; Type 75 Administration Endorsement, and Director of Special Education Endorsement. In 2009 Mrs. Eggleston was awarded the Administrator of the Year award by the Kane County Regional Office of Education.

MEMBER-AT-LARGE

Steve Wilder became the Superintendent of Schools in Sycamore CUSD #427 on July 1, 2020. He previously served as the Superintendent of Schools in Knoxville CUSD #202 (2010-2020). He began his professional career as an 8th Grade Science teacher at Olympia Middle School (Stanford, IL) in 1997 where he enjoyed the collaborative atmosphere and focus on students. He credits the Special Education staff at Olympia for being particularly instrumental in his understanding of best practices in Special Education programming. He began his career as an administrator there as well, becoming the building Principal at OMS in 2002. He served as the Assistant Principal at University High School (Normal, IL) from 2006 to 2010. Steve is passionate about education because of the impact it has on students and the opportunities it gives them to chase their dreams. His areas of focus include coaching & mentoring, technology, communication, and facilities.

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 15, 2024

RE: FY25 Northern Kane County Regional Vocational System Tentative Budget

Attached is the tentative budget for FY25. Listed below are some key points:

1. The budget is balanced with revenues and expenditures.
2. Revenues for the Federal Perkins V Grant decreased from $677,270 to $598,878 for FY25.
3. The CTEI Grant revenues stayed flat from FY24 at $1,320,526 but we are anticipating an increase for FY25 after ISBE releases the amounts. We will bring the new amounts forward with the final budget after estimates are known.
4. Expenditures will be covered by a combination of these two grants.
5. Notice has been posted in the Daily Herald and this tentative budget is available for public inspection. A public hearing will be held prior to our next board meeting on August 19, 2024.

CENTRAL
UNIT SCHOOL DISTRICT 301

Northern Kane County
REGION 110
EDUCATION THAT WORKS

Northern Kane County Regional Vocational System

FY25 Tentative Budget

Daina Pflug, Business Manager
July 15, 2024

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

↓

Northern Kane County Regional Vocational System

↙ ↓ ↓ ↘

District 300 District 301 District 303 District U-46

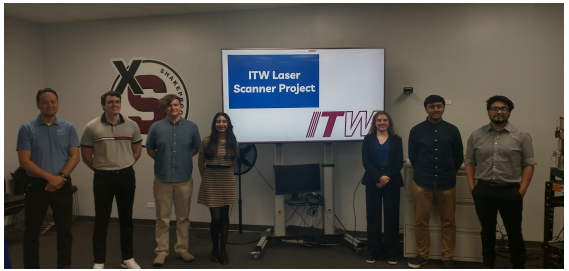
CTE Programs Offered

Accounting
Agricultural Science
Automotive Service
Business Administration
Computer Networking
Computer Programming
Cyber Security
Culinary Arts
Drafting
Education
Electrical Technology
Entrepreneurship
Fashion
*Graphic Arts
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/Medical Rotation
- Manufacturing
- Video Production
- Welding









Regional Programs

Agriculture/Veterinary Assistant

Central High School
District 301

Automotive

South Elgin High School
District U-46

Educator

Hampshire High School
District 300

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

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.**

FY25 Revenues/Expenditures

Unaudited Beginning Balance 7/1/2024	$ 445,179
Revenues:	
CTEI Grant	$1,320,526
Perkins V Grant	$ 598,878
Total Revenues	$1,919,404
Expenditures:	
CTEI Grant	$1,320,526
Perkins V Grant	$ 598,878
Total Expenditures	$1,919,404
Projected Ending Balance 6/30/2025	$ 445,179

FY25 CTEI Grant Allotment

	FY25	FY24
Salaries and Benefits	$167,700	$160,976
Services	$ 45,500	$ 28,000
Supplies	$ 2,000	$ 1,918
District U-46	$534,433	$659,705
District 300	$340,019	$295,963
District 301	$ 46,162	$ 42,927
District 303	$ 184,712	$ 131,037
Grand Total	$1,320,526	$1,320,526

CTEI Budget

Account	Description	Budget
		$1,320,526.00
1000	**Improvement of Instruction Services**	
300	Purchased Services	$12,000.00
	Total	**$12,000.00**
2120	**Guidance Services**	
100	Salaries	$31,500.00
200	Benefits	$12,500.00
300	Purchased Services	$3,500.00
400	Supplies	$1,000.00
	Total	**$48,500.00**
2210	**Improvement of Instruction Services**	
300	Travel Related Expenditures	$20,000.00
	Total	**$20,000.00**
2300	**General Administration**	
300	Travel Related Expenditures	$1,000.00
300	Purchased Services	$9,000.00
400	Supplies	$1,000.00
	Total	**$11,000.00**
2400	**School Administration**	
100	Salaries	$104,000.00
200	Benefits	$19,700.00
	Total	**$123,700.00**
4100	**Payments to Other Governmental Units**	
600	School District U-46	$534,433.00
600	School District 300	$340,019.00
600	School District 301	$46,162.00
600	School District 303	$184,712.00
	Total	**$1,105,326.00**
	Grand Total	**$1,320,526.00**

FY25 Perkins V Grant Allotment

	FY25	FY24
Salaries and Benefits	$ 61,835	$125,975
District U-46	$313,633	$321,956
District 300	$140,705	$144,439
District 301	$ 20,408	$ 20,950
District 303	$ 62,297	$ 63,950
Grand Total	$598,878	$677,270

Perkins V Budget



Account	Description	Budget
		$ 598,878.00
2120	Guidance Services	
100	Salaries	$ 31,500.00
200	Benefits	$ 12,500.00
	Total	$ 44,000.00
2300	General Administration	
100	Salaries	$ 15,000.00
200	Benefits	$ 2,835.00
	Total	$ 17,835.00
4140	Payments To Other Governmental Units	
600	School District U-46	$ 313,633.00
600	School District 300	$ 140,705.00
600	School District 301	$ 20,408.00
600	School District 303	$ 62,297.00
	Total	$ 537,043.00
	Grand Total	$ 598,878.00


QUESTIONS

Northern Kane County
REGION 110
EDUCATION THAT WORKS

Community Unit School District 300
Central Community Unit School District 301
St. Charles Community Unit School District 303
School District U-46
northernkanepathways.com

Northern Kane County Regional Vocational System

2024-2025
Tentative Budget

Presented
July 15, 2024

Fiscal Agent

Central Community Unit School District 301
275 South St.
Burlington, IL 60109

Northern Kane County
REGION 110
EDUCATION THAT WORKS

Community Unit School District 300
Central Community Unit School District 301
St. Charles Community Unit School District 303
School District U-46
northernkanepathways.com

Revenues

The Regional Vocational Revenues represent the vocational funding for Districts 300, 301, 303 and U-46. These dollars come to the region through two separate grants and are then distributed to the member districts. Specific grant revenues are received through the federal Perkins grant and the state Career and Technical Education Improvement grant.

Expenditures

Expenditures are incurred for both the Region and for Member districts. Regional expenditures are incurred for the administration of grants and programs across the region. Member districts are reimbursed by the Region for expenditures incurred for the delivery of vocational programs. This delivery includes regular vocational education, program administration and other support services.

Flow of Funds

Illinois State Board of Education

↓

Northern Kane County Regional Vocational System

↙ ↓ ↓ ↘

District 300 **District 301** **District 303** **District U-46**

Northern Kane County
REGION 110
EDUCATION THAT WORKS

Community Unit School District 300
Central Community Unit School District 301
St. Charles Community Unit School District 303
School District U-46
northernkanepathways.com

Education Fund
2024-2025

Unaudited Beginning Balance 7/1/2024	**$ 445,179.00**
Revenues	
CTEI Grant	$1,320,526.00
Perkins V Grant	$ 598,878.00
Total Revenues	**$1,919,404.00**
Expenditures	
CTEI Grant	$1,320,526.00
Perkins V Grant	$ 598,878.00
Total Expenditures	**$1,919,404.00**
Estimated Ending Balance 6/30/2025	**$ 445,179.00**

Northern Kane County
REGION 110
EDUCATION THAT WORKS

Community Unit School District 300
Central Community Unit School District 301
St. Charles Community Unit School District 303
School District U-46
northernkanepathways.com

CTEI Grant Allotment

Account	Description	Budget
		$1,320,526.00
1000	**Improvement of Instruction Services**	
300	Purchased Services	$12,000.00
	Total	**$12,000.00**
2120	**Guidance Services**	
100	Salaries	$31,500.00
200	Benefits	$12,500.00
300	Purchased Services	$3,500.00
400	Supplies	$1,000.00
	Total	**$48,500.00**
2210	**Improvement of Instruction Services**	
300	Travel Related Expenditures	$20,000.00
	Total	**$20,000.00**
2300	**General Administration**	
300	Travel Related Expenditures	$1,000.00
300	Purchased Services	$9,000.00
400	Supplies	$1,000.00
	Total	**$11,000.00**
2400	**School Administration**	
100	Salaries	$104,000.00
200	Benefits	$19,700.00
	Total	**$123,700.00**
4100	**Payments to Other Governmental Units**	
600	School District U-46	$534,433.00
600	School District 300	$340,019.00
600	School District 301	$46,162.00
600	School District 303	$184,712.00
	Total	**$1,105,326.00**
	Grand Total	**$1,320,526.00**

Perkins V Grant Allotment

Account	Description	Budget
		$ 598,878.00
2120	**Guidance Services**	
100	Salaries	$ 31,500.00
200	Benefits	$ 12,500.00
	Total	**$ 44,000.00**
2300	**General Administration**	
100	Salaries	$ 15,000.00
200	Benefits	$ 2,835.00
	Total	**$ 17,835.00**
4140	**Payments To Other Governmental Units**	
600	School District U-46	$ 313,633.00
600	School District 300	$ 140,705.00
600	School District 301	$ 20,408.00
600	School District 303	$ 62,297.00
	Total	**$ 537,043.00**
	Grand Total	**$ 598,878.00**

RESOLUTION TO ADOPT ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE NORTHERN KANE COUNTY REGIONAL VOCATIONAL SYSTEM FOR THE FISCAL YEAR JULY 1, 2024 AND ENDING JUNE 30, 2025

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, 2024; 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, 2024 and ending June 30, 2025 will be on file and conveniently available for public inspection from and after 8:00 a.m. Daylight Savings time on July 15th, 2024 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 19th day of August 2024 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: Pam Porto, Director of Transportation

DATE: July 15, 2024

RE: IDOT Serious Safety Hazard Finding

Per Illinois State School Code, students residing more than 1.5 miles from their designated school qualify for school transportation services and the school claims these students on the Pupil Transportation claim for reimbursement. Students that live less than 1.5 miles are not able to be claimed unless there is an approved Illinois Department of Transportation (IDOT)-Serious Safety Hazard Finding on file for these specific areas.

Historically our district has had six different locations that qualify for hazard findings, upon approval by IDOT. Having these approved by the Board allows us to claim these students for reimbursement via the transportation claim. The locations are listed below:

1. CHS - Plato Road from Highland Trail to Route 47
2. PKMS - Nesler Road at Gansett Parkway
3. PV - Nesler Road at South Street
4. LL - Route 47 from Cochise Drive to Route 47 at IC Trail/Empire Road
5. CMS - Plato Road from Highland Trail to Route 47
6. HBT - Plato Road from Highland Trail to Route 47

Included in board packet are the completed forms, maps of the location, and memos for school board judgment. A maximum of two points can be added the basis of judgment of the Board of Education to each location. A serious safety hazard is declared to exist in any single situation when the sum of points equals or exceeds 12.

Once this paperwork is submitted to IDOT, a determination to approve or disapprove will take place within 30 days.

Illinois Department of Transportation

Serious Safety Hazard Finding

A publication entitled **"School Safety Busing and Instructions for Submittting Findings"** is available from the Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in the booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District			Address of Administrative Office
CENTRAL COMMUNITY UNIT SCHOOL DISTRICT			275 SOUTH STREET PO BOX 396 BURLINGTON, IL 60109
District Number	County, Illinois,	Zip Code	
301	KANE, ILLINOIS	60109	

Name of Contact Representative	Title	Phone No. (Area Code)
PAM PORTO	DIRECTOR OF TRANSPORTATION	(847) 464 -6052

Name of School to which Children are Walking	Annual Sequential Number (Use on Map and Attachments)
CENTRAL HIGH SCHOOL	301 — 24 — 1

Type of Condition

1. [X] Single Hazard — Type II
2. [ ] Combination Hazard — Type _____ and Type _____

Location

(Attach a map showing the described location(s).)

3. Along PLATO ROAD (Street or Road Name)
4. Type I from _____ to _____
5. Type II from HIGHLAND TRAIL to ROUTE 47
6. Type III at _____
7. Type IV at _____

Points

(Complete only for Types listed on lines 1 or 2.)

Type I - Walking Along a Roadway

8.	Highest qualifying grade level (through _____ grade)	_____ Points (Table 1)
9.	Location of walkway (on shoulder _____ feet from roadway, or) (behind curb or ditch _____ feet from roadway)	_____ Points (Table 2)
10.	Speed of traffic (_____ mph)	_____ Points (Table 3)
11.	Volume of traffic (_____ vehicles/hour) (_____ lanes)	_____ Points (Table 4)
12.	Length of hazardous section (_____ miles)	_____ Points (Table 5)
13.	Board's judgment points (attach explanation)	_____ Points
14.	Total of lines 8 through 13	_____ Points

Type II - Walking on a Roadway

15.	Highest qualifying grade level (through 12 grade)	2 Points (Table 6)
16.	Reason for walking on roadway (no shoulder or walkway off pavement for 528 feet, or narrow bridge or underpass for _____ feet)	3 Points (Table 7)
17.	Speed of traffic (40 mph)	2 Points (Table 8)
18.	Volume of traffic (689 vehicles/hour) (2 lanes)	2 Points (Table 9)
19.	Length of hazardous section (0.3 miles)	2 Points (Table 10)
20.	Board's judgment points (attach explanation)	2 Points
21.	Total of lines 15 through 20	13 Points

(Con'd)

Type III - Crossing a Roadway (Name of roadway being crossed _____)

22. Highest qualfying grade level (through _____ grade) _____ Points (Table 11)

23. Control on roadway being crossed (_____) _____ Points (Table 12)

24. Speed and volume of traffic (_____ mph)

(_____ vehicles/hour) _____ Points (Table 13)

25. Width of roadway (_____ feet) _____ Points (Table 14)

26. Board's judgment points (attach explanation) _____ Points

27. Total of lines 22 through 26 _____ Points

Type IV - Crossing Railroad Tracks

28. Highest qualifying grade level (through _____ grade) _____ Points (Table 15)

29. Crossing protection and number of tracks _____ Points (Table 16)

(_____ protection; _____ tracks used)

30. Speed and number of trains

(_____ mph; _____ trains) _____ Points (Table 17)

31. Board's judgment points (attach explanation) _____ Points

32. Total of lines 28 through 31 _____ Points

Finding

33. ☒ Single hazard qualifies since 13 points in a Type II situation equals or exceeds 12

34. ☐ Combination hazard qualifies since the total of _____ points

in a Type _____ situation and _____ points in a Type _____ situation equals or exceeds 20

35. ☐ Hazard is temporary for _____ school year (resubmit annually)

Certification

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of _____ 20____ , and the minutes of this meeting bear evidence of this approval.

Date — Signature of Secretary or President of Board of Education or Board of Directors

Action by Illinois Department of Transportation

Date Submittal Received _____ 20 _____ Serial No. _____

☐ Approved

☐ Disapproved for corrections, additions or clarifications noted in transmittal letter.

☐ Disapproved for reason or reasons noted in transmittal letter.

Date — Signature of IDOT District Engineer

Reimbursement Estimate (This information will have no effect on IDOT's action on the submittal)

1. Approximately how many students will annually be qualified for busing by this submittal that did not previously qualify for reimbursable busing? _____ students

2. What is the projected additional annual reimbursement that will result from this submittal? $ _____


Area where students reside
Morning Light Stables
Home Solutions, Inc
Plato Rd
Plato Rd
Central Middle School
Central High School
Rocket Hill
Monteleone Mink Ranch
Howard B Thomas Grade School
Burlington Rd
Burlington Rd
Plato Rd
Area where students reside
Area where students reside

Central Community Unit School District 301

IDOT Serious School Safety Finding

School: Central High School

Sequential number: 301 – 24 – 1

School Board Attachment

It is in the judgment of the board to include (2) points for this review of a combined Hazard.

Plato Road has an upward grade with a slight curve from Highland Trail going to the East toward the school.

Plato Road, where students will walk, has an unposted country speed limit of 55 mph until entering the school zone which is 40 mph.

Plato Road and Tower Road are the main arteries used for inbound / outbound school bus traffic to Central High School, Central Middle School and Howard B Thomas Grade School.

Volume of traffic is high during the morning start and afternoon end times when students are traveling.

Illinois Department of Transportation

Serious Safety Hazard Finding

A publication entitled **"School Safety Busing and Instructions for Submittting Findings"** is available from the Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in the booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District			Address of Administrative Office
Central Community Unit School District			275 South Street PO Box 396 Burlington, IL 60109
District Number	County, Illinois,	Zip Code	
301	Kane, Illinois	60109	

Name of Contact Representative	Title	Phone No. (Area Code)
Pam Porto	Director of Transportation	(847) 464-6052

Name of School to which Children are Walking	Annual Sequential Number (Use on Map and Attachments)
Prairie Knolls Middle School	301 — 24 — 2

Type of Condition

1. [x] Single Hazard — Type III
2. [ ] Combination Hazard — Type _____ and Type _____

Location

(Attach a map showing the described location(s).)

3. Along Nesler Road (Street or Road Name)
4. Type I from _____ to _____
5. Type II from _____ to _____
6. Type III at Gansett Parkway
7. Type IV at _____

Points

(Complete only for Types listed on lines 1 or 2.)

Type I - Walking Along a Roadway

8.	Highest qualifying grade level (through _____ grade)	_____ Points (Table 1)
9.	Location of walkway (on shoulder _____ feet from roadway, or)	
	(behind curb or ditch _____ feet from roadway)	_____ Points (Table 2)
10.	Speed of traffic (_____ mph)	_____ Points (Table 3)
11.	Volume of traffic (_____ vehicles/hour) (_____ lanes)	_____ Points (Table 4)
12.	Length of hazardous section (_____ miles)	_____ Points (Table 5)
13.	Board's judgment points (attach explanation)	_____ Points
14.	Total of lines 8 through 13	_____ Points

Type II - Walking on a Roadway

15.	Highest qualifying grade level (through _____ grade)	_____ Points (Table 6)
16.	Reason for walking on roadway (no shoulder or walkway off pavement for _____ feet, or	_____ Points (Table 7)
	narrow bridge or underpass for _____ feet)	
17.	Speed of traffic (_____ mph)	_____ Points (Table 8)
18.	Volume of traffic (_____ vehicles/hour) (_____ lanes)	_____ Points (Table 9)
19.	Length of hazardous section (_____ miles)	_____ Points (Table 10)
20.	Board's judgment points (attach explanation)	_____ Points
21.	Total of lines 15 through 20	_____ Points

(Con'd)

Type III - Crossing a Roadway (Name of roadway being crossed Nesler Road)

22. Highest qualfying grade level (through 7 grade) 5 Points (Table 11)

23. Control on roadway being crossed (two-way stop control) 1 Points (Table 12)

24. Speed and volume of traffic (45 mph)

(989 vehicles/hour) 3 Points (Table 13)

25. Width of roadway (70 feet) 2 Points (Table 14)

26. Board's judgment points (attach explanation) 2 Points

27. Total of lines 22 through 26 13 Points

Type IV - Crossing Railroad Tracks

28. Highest qualifying grade level (through _____ grade) _____ Points (Table 15)

29. Crossing protection and number of tracks _____ Points (Table 16)

(_____ protection; _____ tracks used)

30. Speed and number of trains

(_____ mph; _____ trains) _____ Points (Table 17)

31. Board's judgment points (attach explanation) _____ Points

32. Total of lines 28 through 31 _____ Points

Finding

33. ☒ Single hazard qualifies since 13 points in a Type III situation equals or exceeds 12

34. ☐ Combination hazard qualifies since the total of _____ points

in a Type _____ situation and _____ points in a Type _____ situation equals or exceeds 20

35. ☐ Hazard is temporary for _____ school year (resubmit annually)

Certification

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of _____ 20____ , and the minutes of this meeting bear evidence of this approval.

Date — Signature of Secretary or President of Board of Education or Board of Directors

Action by Illinois Department of Transportation

Date Submittal Received _____ 20 _____ Serial No. _____

☐ Approved

☐ Disapproved for corrections, additions or clarifications noted in transmittal letter.

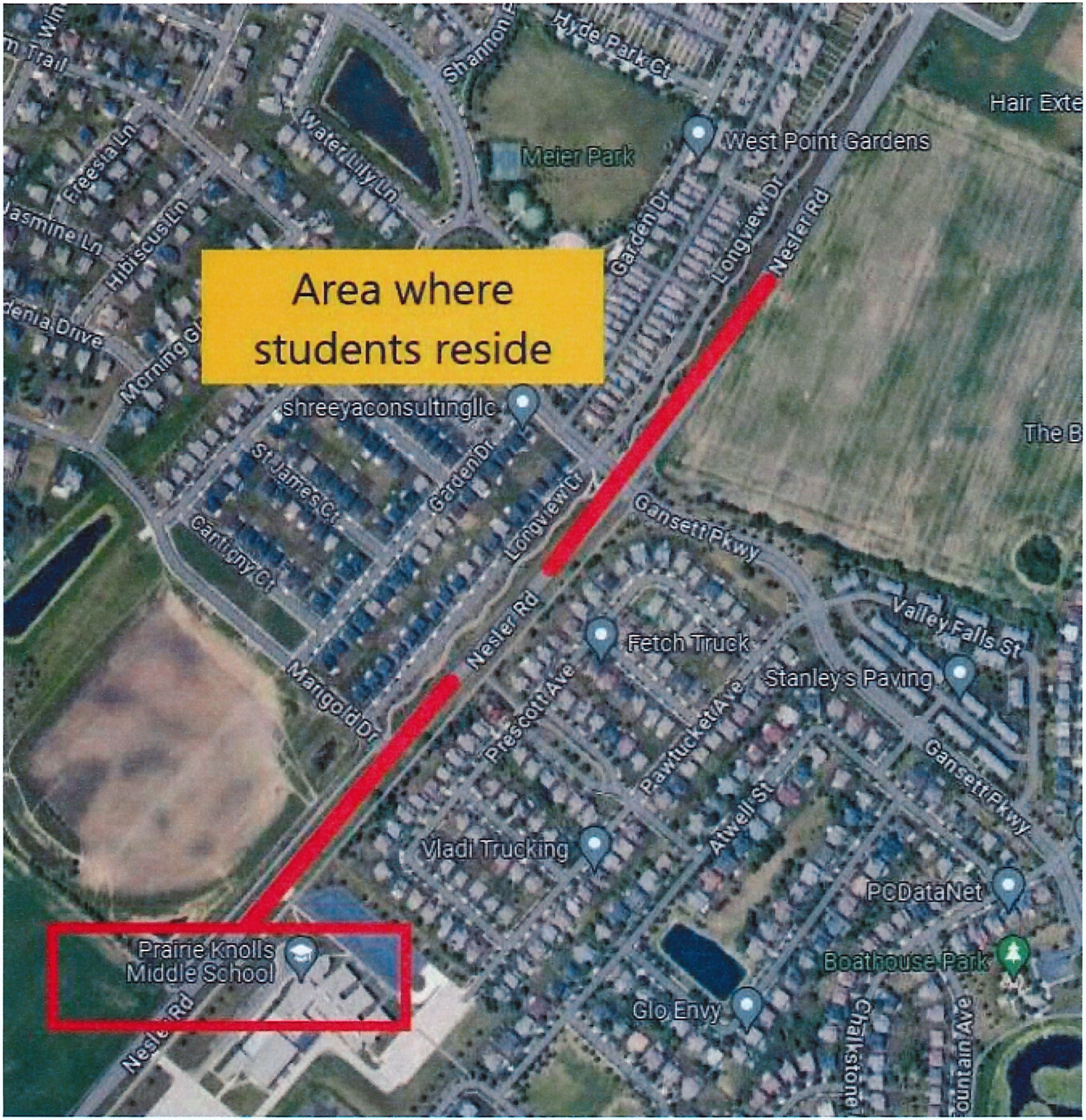
☐ Disapproved for reason or reasons noted in transmittal letter.

Date — Signature of IDOT District Engineer

Reimbursement Estimate (This information will have no effect on IDOT's action on the submittal)

1. Approximately how many students will annually be qualified for busing by this submittal that did not previously qualify for reimbursable busing? _____ students

2. What is the projected additional annual reimbursement that will result from this submittal? $ _____


Area where students reside
Hyde Park Ct
Meier Park
West Point Gardens
Water Lily Ln
Freesia Ln
Hibiscus Ln
Garden Dr
Longview Dr
Nesler Rd
shreeyaconsultingllc
St James Ct
Carrigny Ct
Gansett Pkwy
Valley Falls St
Fetch Truck
Stanley's Paving
Marigold Dr
Prescott Ave
Pawtucket Ave
Atwell St
Vladi Trucking
PCDataNet
Boathouse Park
Glo Envy
Prairie Knolls Middle School

Central Community Unit School District 301

IDOT Serious School Safety Finding

School: Prairie Knolls Middle School

Sequential number: 301 – 24 – 2

School Board Attachment

It is in the judgment of the board to include (2) points for this review.

Gansett Parkway is a divided road as a main traffic artery into a subdivision on both the West and East side of Nesler Road. This road is not marked; however, traffic is often separated into 2 lanes entering Nesler Road, a right turn lane and a straight/left turn lane for traffic, thereby creating additional vehicle movement through the intersection.

Nesler Road is a two lane, north / south road with an additional left turn lane and right turn lane for traffic. This creates a wide 4 lane road with vehicles turning into a divided main artery of a subdivision.

Volume of traffic is high during the morning start and afternoon end times when students are traveling.

Illinois Department of Transportation

Serious Safety Hazard Finding

A publication entitled **"School Safety Busing and Instructions for Submittting Findings"** is available from the Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in the booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District			Address of Administrative Office
Central Community Unit School District			275 South Street PO Box 396 Burlington, IL 60109
District Number	County, Illinois,	Zip Code	
301	Kane, Illinois	60109	

Name of Contact Representative	Title	Phone No. (Area Code)
Pam Porto	Director of Transportation	(847) 464 - 6052

Name of School to which Children are Walking	Annual Sequential Number (Use on Map and Attachments)
Prairie View Grade School	301 — 24 — 3

Type of Condition

1. [X] Single Hazard — Type III
2. [ ] Combination Hazard — Type _____ and Type _____

Location

(Attach a map showing the described location(s).)

3. Along Nesler Road (Street or Road Name)
4. Type I from _____ to _____
5. Type II from _____ to _____
6. Type III at South Street
7. Type IV at _____

Points

(Complete only for Types listed on lines 1 or 2.)

Type I - Walking Along a Roadway

8.	Highest qualifying grade level (through _____ grade)	_____ Points (Table 1)
9.	Location of walkway (on shoulder _____ feet from roadway, or) (behind curb or ditch _____ feet from roadway)	_____ Points (Table 2)
10.	Speed of traffic (_____ mph)	_____ Points (Table 3)
11.	Volume of traffic (_____ vehicles/hour) (_____ lanes)	_____ Points (Table 4)
12.	Length of hazardous section (_____ miles)	_____ Points (Table 5)
13.	Board's judgment points (attach explanation)	_____ Points
14.	Total of lines 8 through 13	_____ Points

Type II - Walking on a Roadway

15.	Highest qualifying grade level (through _____ grade)	_____ Points (Table 6)
16.	Reason for walking on roadway (no shoulder or walkway off pavement for _____ feet, or narrow bridge or underpass for _____ feet)	_____ Points (Table 7)
17.	Speed of traffic (_____ mph)	_____ Points (Table 8)
18.	Volume of traffic (_____ vehicles/hour) (_____ lanes)	_____ Points (Table 9)
19.	Length of hazardous section (_____ miles)	_____ Points (Table 10)
20.	Board's judgment points (attach explanation)	_____ Points
21.	Total of lines 15 through 20	_____ Points

(Con'd)

Type III - Crossing a Roadway (Name of roadway being crossed Nesler Road)

22. Highest qualfying grade level (through 5 grade) — 5 Points (Table 11)

23. Control on roadway being crossed (two-way stop control) — 1 Points (Table 12)

24. Speed and volume of traffic (45 mph)

(628 vehicles/hour) — 3 Points (Table 13)

25. Width of roadway (75 feet) — 2 Points (Table 14)

26. Board's judgment points (attach explanation) — 2 Points

27. Total of lines 22 through 26 — 13 Points

Type IV - Crossing Railroad Tracks

28. Highest qualifying grade level (through _____ grade) — _____ Points (Table 15)

29. Crossing protection and number of tracks — _____ Points (Table 16)

(_____ protection; _____ tracks used)

30. Speed and number of trains

(_____ mph; _____ trains) — _____ Points (Table 17)

31. Board's judgment points (attach explanation) — _____ Points

32. Total of lines 28 through 31 — _____ Points

Finding

33. [x] Single hazard qualifies since 13 points in a Type III situation equals or exceeds 12

34. [ ] Combination hazard qualifies since the total of _____ points

in a Type _____ situation and _____ points in a Type _____ situation equals or exceeds 20

35. [ ] Hazard is temporary for _____ school year (resubmit annually)

Certification

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of _____ 20____ , and the minutes of this meeting bear evidence of this approval.

Date — Signature of Secretary or President of Board of Education or Board of Directors

Action by Illinois Department of Transportation

Date Submittal Received _____ 20 _____ Serial No. _____

[ ] Approved

[ ] Disapproved for corrections, additions or clarifications noted in transmittal letter.

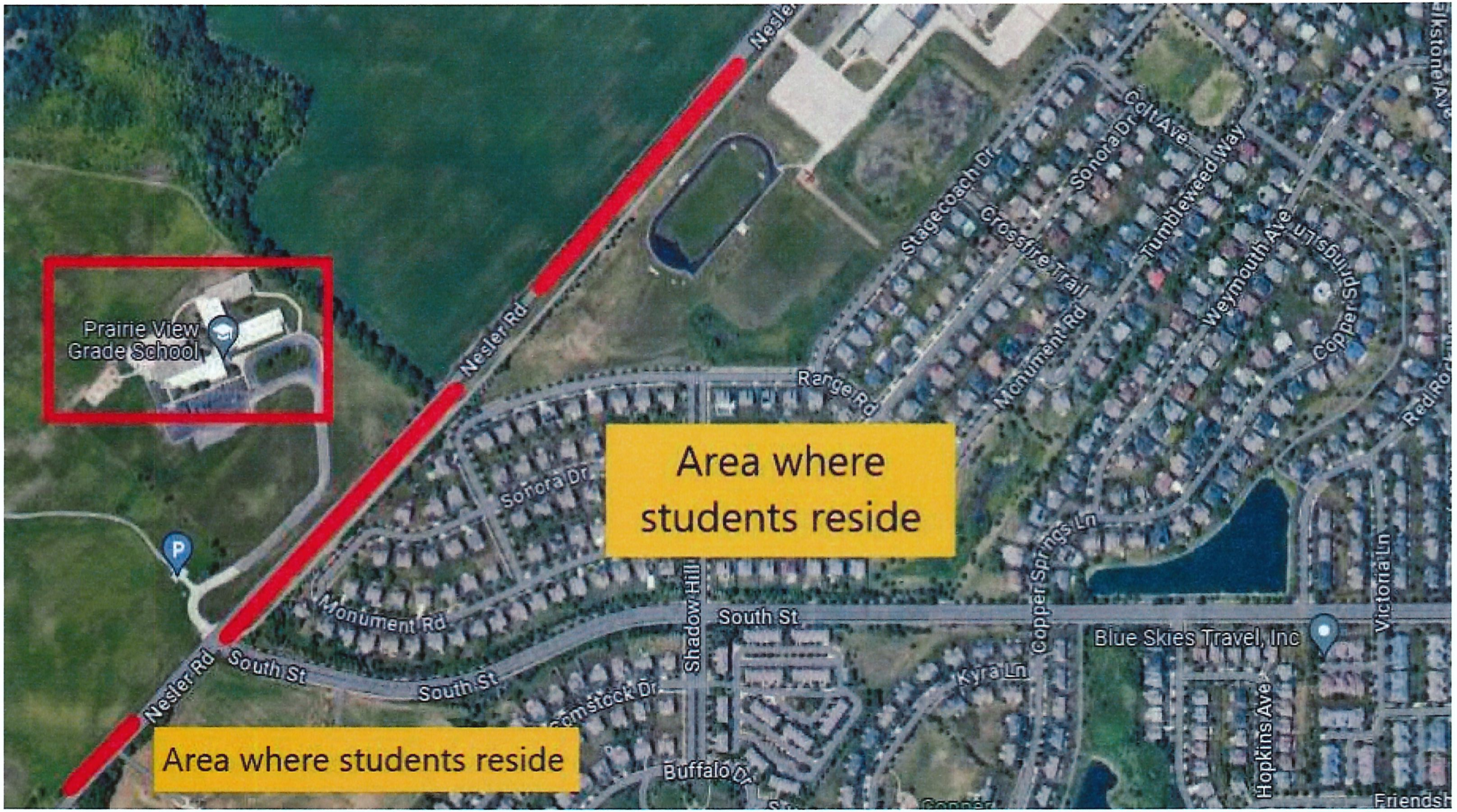
[ ] Disapproved for reason or reasons noted in transmittal letter.

Date — Signature of IDOT District Engineer

Reimbursement Estimate (This information will have no effect on IDOT's action on the submittal)

1. Approximately how many students will annually be qualified for busing by this submittal that did not previously qualify for reimbursable busing? _____ students

2. What is the projected additional annual reimbursement that will result from this submittal? $ _____


Prairie View Grade School
Nesler Rd
Range Rd
Sonora Dr
Area where students reside
Monument Rd
South St
Shadow Hill
Copper Springs Ln
Blue Skies Travel, Inc
Victoria Ln
Kyra Ln
Comstock Dr
Buffalo Dr
Hopkins Ave
Stagecoach Dr
Crossfire Trail
Colt Ave
Tumbleweed Way
Weymouth Ave
Area where students reside

Central Community Unit School District 301

IDOT Serious School Safety Finding

School: Prairie View Grade School

Sequential number: 301 – 24 – 3

School Board Attachment

It is in the judgment of the board to include (2) points for this review.

South Street is a divided road as a main traffic artery into a subdivision on the East side of Nesler Road. This road is not marked; however, traffic is often separated into 2 lanes entering Nesler Road, a right turn lane and a straight/left turn lane for traffic, thereby creating additional vehicle movement through the intersection.

The West side of Nesler is the main shared entrance of Prairie View Grade School with and Fitchie Creek Forest Preserve of Kane County.

Nesler Road is a two lane, north / south road with an additional left turn lane and right turn lane for traffic. This creates a wide multi lane road with vehicles turning into a divided main artery of a subdivision.

Nesler Road to the North and South are a grade with valley to the South and a hill to the North which provides limited visibility.

Volume of traffic is high during the morning start and afternoon end times when students are traveling.

Illinois Department of Transportation

Serious Safety Hazard Finding

A publication entitled **"School Safety Busing and Instructions for Submittting Findings"** is available from the Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in the booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District: Central Community Unit School District	Address of Administrative Office: 275 South Street, PO Box 396, Burlington, IL 60109
District Number: 301 — County, Illinois, Zip Code: Kane, Illinois 60109	
Name of Contact Representative: Pam Porto — Title: Director of Transportation — Phone No. (Area Code): (847) 464 - 6052	
Name of School to which Children are Walking: Lily Lake Grade School	Annual Sequential Number (Use on Map and Attachments): 301 — 24 — 4

Type of Condition

1. ☐ Single Hazard — Type _____
2. ☒ Combination Hazard — Type II and Type III

Location

(Attach a map showing the described location(s).)

3. Along Route 47 (Street or Road Name)
4. Type I from _____ to _____
5. Type II from Cochise Drive to Route 47
6. Type III at IC Trail / Empire Road
7. Type IV at _____

Points

(Complete only for Types listed on lines 1 or 2.)

Type I - Walking Along a Roadway

8.	Highest qualifying grade level (through _____ grade)	_____ Points (Table 1)
9.	Location of walkway (on shoulder _____ feet from roadway, or) (behind curb or ditch _____ feet from roadway)	_____ Points (Table 2)
10.	Speed of traffic (_____ mph)	_____ Points (Table 3)
11.	Volume of traffic (_____ vehicles/hour) (_____ lanes)	_____ Points (Table 4)
12.	Length of hazardous section (_____ miles)	_____ Points (Table 5)
13.	Board's judgment points (attach explanation)	_____ Points
14.	Total of lines 8 through 13	_____ Points

Type II - Walking on a Roadway

15.	Highest qualifying grade level (through 5 grade)	5 Points (Table 6)
16.	Reason for walking on roadway (no shoulder or walkway off pavement for 1,000 feet, or narrow bridge or underpass for _____ feet)	3 Points (Table 7)
17.	Speed of traffic (30 mph)	0.5 Points (Table 8)
18.	Volume of traffic (612 vehicles/hour) (2 lanes)	2 Points (Table 9)
19.	Length of hazardous section (0.2 miles)	2 Points (Table 10)
20.	Board's judgment points (attach explanation)	2 Points
21.	Total of lines 15 through 20	14.5 Points

(Con'd)

Type III - Crossing a Roadway (Name of roadway being crossed Route 47)

22. Highest qualfying grade level (through 5 grade) — 5 Points (Table 11)
23. Control on roadway being crossed (TWO-WAY STOP CONTROL) — 1 Points (Table 12)
24. Speed and volume of traffic (40 mph)
(612 vehicles/hour) — 2 Points (Table 13)
25. Width of roadway (60 feet) — 2 Points (Table 14)
26. Board's judgment points (attach explanation) — 2 Points
27. Total of lines 22 through 26 — 12 Points

Type IV - Crossing Railroad Tracks

28. Highest qualifying grade level (through _____ grade) — _____ Points (Table 15)
29. Crossing protection and number of tracks — _____ Points (Table 16)
(_____ protection; _____ tracks used)
30. Speed and number of trains
(_____ mph; _____ trains) — _____ Points (Table 17)
31. Board's judgment points (attach explanation) — _____ Points
32. Total of lines 28 through 31 — _____ Points

Finding

33. ☐ Single hazard qualifies since _____ points in a Type _____ situation equals or exceeds 12
34. ☒ Combination hazard qualifies since the total of 14.5 points
in a Type II situation and 12 points in a Type III situation equals or exceeds 20
35. ☐ Hazard is temporary for _____ school year (resubmit annually)

Certification

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of _____ 20____ , and the minutes of this meeting bear evidence of this approval.

Date — Signature of Secretary or President of Board of Education or Board of Directors

Action by Illinois Department of Transportation

Date Submittal Received _____ 20 _____ Serial No. _____

☐ Approved

☐ Disapproved for corrections, additions or clarifications noted in transmittal letter.

☐ Disapproved for reason or reasons noted in transmittal letter.

Date — Signature of IDOT District Engineer

Reimbursement Estimate (This information will have no effect on IDOT's action on the submittal)

1. Approximately how many students will annually be qualified for busing by this submittal that did not previously qualify for reimbursable busing? _____ students
2. What is the projected additional annual reimbursement that will result from this submittal? $ _____


Area where students reside
Highway Department
Morningside Ct
Twilight Ln
Lily Lake Village Hall
Lily Lake Grade School
Ic Trail
Cochise Dr
Empire Rd
Grace Lutheran Church
Area where students reside
Area where students reside
Hanson Rd
Heather Ln
PD Design
Meadowview Ln
Dreaming Tree
NextWave Construction
Google
Imagery ©2024 Maxar Technologies, Map data ©2024

Central Community Unit School District 301

IDOT Serious School Safety Finding

School: Lily Lake Grade School

Sequential number: 301 – 24 – 4

School Board Attachment

It is in the judgment of the board to include (2) points for this review of a combined Hazard.

Route 47 is a primary Illinois state route with an abundant level of traffic that are Class A Trucks as articulating dump, box or flatbed tractor-trailers.

Route 47 at the intersection of IC Trail and Empire Road is on a slight curve.

Hanson Road intersects Empire Road approximately 80 feet to the East of the Route 47 / IC Trail / Empire Road intersection.

Volume of traffic is high during the morning start and afternoon end times when students are traveling.

Illinois Department of Transportation

Serious Safety Hazard Finding

A publication entitled **"School Safety Busing and Instructions for Submittting Findings"** is available from the Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in the booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District			Address of Administrative Office
CENTRAL COMMUNITY UNIT SCHOOL DISTRICT			275 SOUTH STREET PO BOX 396 BURLINGTON, IL 60109
District Number	County, Illinois,	Zip Code	
301	KANE, ILLINOIS	60109	

Name of Contact Representative	Title	Phone No. (Area Code)
PAM PORTO	DIRECTOR OF TRANSPORTATION	(847) 464 -6052

Name of School to which Children are Walking	Annual Sequential Number (Use on Map and Attachments)
CENTRAL MIDDLE SCHOOL	301 — 24 — 5

Type of Condition

1. [X] Single Hazard — Type II
2. [ ] Combination Hazard — Type _____ and Type _____

Location

(Attach a map showing the described location(s).)

3. Along PLATO ROAD (Street or Road Name)
4. Type I from _____ to _____
5. Type II from HIGHLAND TRAIL to ROUTE 47
6. Type III at _____
7. Type IV at _____

Points

(Complete only for Types listed on lines 1 or 2.)

Type I - Walking Along a Roadway

8. Highest qualifying grade level (through _____ grade) _____ Points (Table 1)
9. Location of walkway (on shoulder _____ feet from roadway, or) (behind curb or ditch _____ feet from roadway) _____ Points (Table 2)
10. Speed of traffic (_____ mph) _____ Points (Table 3)
11. Volume of traffic (_____ vehicles/hour) (_____ lanes) _____ Points (Table 4)
12. Length of hazardous section (_____ miles) _____ Points (Table 5)
13. Board's judgment points (attach explanation) _____ Points
14. Total of lines 8 through 13 _____ Points

Type II - Walking on a Roadway

15. Highest qualifying grade level (through 8 grade) 5 Points (Table 6)
16. Reason for walking on roadway (no shoulder or walkway off pavement for 528 feet, or narrow bridge or underpass for _____ feet) 3 Points (Table 7)
17. Speed of traffic (40 mph) 2 Points (Table 8)
18. Volume of traffic (648 vehicles/hour) (2 lanes) 2 Points (Table 9)
19. Length of hazardous section (0.3 miles) 2 Points (Table 10)
20. Board's judgment points (attach explanation) 2 Points
21. Total of lines 15 through 20 16 Points

(Con'd)

Type III - Crossing a Roadway (Name of roadway being crossed _____)

22. Highest qualfying grade level (through _____ grade) _____ Points (Table 11)
23. Control on roadway being crossed (_____) _____ Points (Table 12)
24. Speed and volume of traffic (_____ mph)

    (_____ vehicles/hour) _____ Points (Table 13)
25. Width of roadway (_____ feet) _____ Points (Table 14)
26. Board's judgment points (attach explanation) _____ Points
27. Total of lines 22 through 26 _____ Points

Type IV - Crossing Railroad Tracks

28. Highest qualifying grade level (through _____ grade) _____ Points (Table 15)
29. Crossing protection and number of tracks _____ Points (Table 16)

    (_____ protection; _____ tracks used)
30. Speed and number of trains

    (_____ mph; _____ trains) _____ Points (Table 17)
31. Board's judgment points (attach explanation) _____ Points
32. Total of lines 28 through 31 _____ Points

Finding

33. ☒ Single hazard qualifies since 16 points in a Type II situation equals or exceeds 12
34. ☐ Combination hazard qualifies since the total of _____ points

    in a Type _____ situation and _____ points in a Type _____ situation equals or exceeds 20
35. ☐ Hazard is temporary for _____ school year (resubmit annually)

Certification

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of _____ 20_____ , and the minutes of this meeting bear evidence of this approval.

Date — Signature of Secretary or President of Board of Education or Board of Directors

Action by Illinois Department of Transportation

Date Submittal Received _____ 20 _____ Serial No. _____

☐ Approved

☐ Disapproved for corrections, additions or clarifications noted in transmittal letter.

☐ Disapproved for reason or reasons noted in transmittal letter.

Date — Signature of IDOT District Engineer

Reimbursement Estimate (This information will have no effect on IDOT's action on the submittal)

1. Approximately how many students will annually be qualified for busing by this submittal that did not previously qualify for reimbursable busing? _____ students
2. What is the projected additional annual reimbursement that will result from this submittal? $ _____


Area where students reside
Morning Light Stables
Home Solutions, Inc
Plato Rd
Plato Rd
Central Middle School
Plato Rd
Central High School
Rocket Hill
Monteleone Mink Ranch
Burlington Rd
Howard B Thomas Grade School
Burlington Rd
Area where students reside
Area where students reside

Central Community Unit School District 301

IDOT Serious School Safety Finding

School: Central Middle School

Sequential number: 301 – 24 – 5

School Board Attachment

It is in the judgment of the board to include (2) points for this review of a combined Hazard.

Plato Road has an upward grade with a slight curve from Highland Trail going to the East toward the school.

Plato Road, where students will walk, has an unposted country speed limit of 55 mph until entering the school zone which is 40 mph.

Plato Road and Tower Road are the main arteries used for inbound / outbound school bus traffic to Central High School, Central Middle School and Howard B Thomas Grade School.

Volume of traffic is high during the morning start and afternoon end times when students are traveling.

Illinois Department of Transportation

Serious Safety Hazard Finding

A publication entitled **"School Safety Busing and Instructions for Submittting Findings"** is available from the Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in the booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District	Address of Administrative Office
CENTRAL COMMUNITY UNIT SCHOOL DISTRICT	275 SOUTH STREET PO BOX 396 BURLINGTON, IL 60109
District Number: 301 — County, Illinois: KANE, ILLINOIS — Zip Code: 60109	
Name of Contact Representative: PAM PORTO — Title: DIRECTOR OF TRANSPORTATION — Phone No. (Area Code): (847) 464 -6052	
Name of School to which Children are Walking: HOWARD B THOMAS GRADE SCHOOL	Annual Sequential Number (Use on Map and Attachments): 301 — 24 — 6

Type of Condition

1. [X] Single Hazard — Type II
2. [ ] Combination Hazard — Type _____ and Type _____

Location

(Attach a map showing the described location(s).)

3. Along PLATO ROAD (Street or Road Name)
4. Type I from _____ to _____
5. Type II from HIGHLAND TRAIL to ROUTE 47
6. Type III at _____
7. Type IV at _____

Points

(Complete only for Types listed on lines 1 or 2.)

Type I - Walking Along a Roadway

8. Highest qualifying grade level (through _____ grade) _____ Points (Table 1)
9. Location of walkway (on shoulder _____ feet from roadway, or) (behind curb or ditch _____ feet from roadway) _____ Points (Table 2)
10. Speed of traffic (_____ mph) _____ Points (Table 3)
11. Volume of traffic (_____ vehicles/hour) (_____ lanes) _____ Points (Table 4)
12. Length of hazardous section (_____ miles) _____ Points (Table 5)
13. Board's judgment points (attach explanation) _____ Points
14. Total of lines 8 through 13 _____ Points

Type II - Walking on a Roadway

15. Highest qualifying grade level (through 5 grade) 5 Points (Table 6)
16. Reason for walking on roadway (no shoulder or walkway off pavement for 528 feet, or narrow bridge or underpass for _____ feet) 3 Points (Table 7)
17. Speed of traffic (40 mph) 2 Points (Table 8)
18. Volume of traffic (457 vehicles/hour) (2 lanes) 2 Points (Table 9)
19. Length of hazardous section (0.3 miles) 2 Points (Table 10)
20. Board's judgment points (attach explanation) 2 Points
21. Total of lines 15 through 20 16 Points

OPER 1945 (Rev. 1/02)

(Con'd)

Type III - Crossing a Roadway (Name of roadway being crossed _____)

22. Highest qualfying grade level (through _____ grade) _____ Points (Table 11)

23. Control on roadway being crossed (_____) _____ Points (Table 12)

24. Speed and volume of traffic (_____ mph)

(_____ vehicles/hour) _____ Points (Table 13)

25. Width of roadway (_____ feet) _____ Points (Table 14)

26. Board's judgment points (attach explanation) _____ Points

27. Total of lines 22 through 26 _____ Points

Type IV - Crossing Railroad Tracks

28. Highest qualifying grade level (through _____ grade) _____ Points (Table 15)

29. Crossing protection and number of tracks _____ Points (Table 16)

(_____ protection; _____ tracks used)

30. Speed and number of trains

(_____ mph; _____ trains) _____ Points (Table 17)

31. Board's judgment points (attach explanation) _____ Points

32. Total of lines 28 through 31 _____ Points

Finding

33. ☒ Single hazard qualifies since 16 points in a Type II situation equals or exceeds 12

34. ☐ Combination hazard qualifies since the total of _____ points

in a Type _____ situation and _____ points in a Type _____ situation equals or exceeds 20

35. ☐ Hazard is temporary for _____ school year (resubmit annually)

Certification

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of _____ 20____ , and the minutes of this meeting bear evidence of this approval.

Date — Signature of Secretary or President of Board of Education or Board of Directors

Action by Illinois Department of Transportation

Date Submittal Received _____ 20 _____ Serial No. _____

☐ Approved

☐ Disapproved for corrections, additions or clarifications noted in transmittal letter.

☐ Disapproved for reason or reasons noted in transmittal letter.

Date — Signature of IDOT District Engineer

Reimbursement Estimate (This information will have no effect on IDOT's action on the submittal)

1. Approximately how many students will annually be qualified for busing by this submittal that did not previously qualify for reimbursable busing? _____ students

2. What is the projected additional annual reimbursement that will result from this submittal? $ _____


Area where students reside
Morning Light Stables
Home Solutions, Inc
Plato Rd
Plato Rd
Central Middle School
Central High School
Rocket Hill
Area where students reside
Burlington Rd
Howard B Thomas Grade School
2

Central Community Unit School District 301

IDOT Serious School Safety Finding

School: Howard B Thomas Grade School

Sequential number: 301 – 24 – 6

School Board Attachment

It is in the judgment of the board to include (2) points for this review of a combined Hazard.

Plato Road has an upward grade with a slight curve from Highland Trail going to the East toward the school.

Plato Road, where students will walk, has an unposted country speed limit of 55 mph until entering the school zone which is 40 mph.

Plato Road and Tower Road are the main arteries used for inbound / outbound school bus traffic to Central High School, Central Middle School and Howard B Thomas Grade School.

Volume of traffic is high during the morning start and afternoon end times when students are traveling.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

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

FROM: Dan Polowy, Facilities Director

DATE: July 15, 2024

RE: PKMS, PV Paving Bid Recommendation

On Tuesday July 9, 2024, we accepted bids for asphalt paving work to be completed at Prairie Knolls Middle School and Prairie View Grade School. An overview of the bids are attached.

We received six bids and the lowest responsible bidder was Abbey Paving Inc. in the amount of $567,295, which includes the base bid and all three alternates. They have done quality work for the district in the past as well as worked with Shales McNutt, our construction management company, on multiple large-scope projects and we are comfortable working with them. It is our recommendation that we accept this bid.

July 9, 2024

Dr. Esther Mongan
District Superintendent
Central School District 301
275 South Street
Burlington, IL 60109

Re: PKMS & PVES Paving

Dear Dr. Mongan,

SMC Construction Services received bid proposals on behalf of Central School District 301 on July 9th 2024 for the following bid packages:

BP#32 Paving

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

It is our intent to provide a Notice to Proceed to the contractors listed on Tuesday, July 16, 2024.

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

Sincerely,

Josh Campanelli
Chief Operating Officer
SMC Construction Services

cc: File

Central Community Unit School District 301

Prairie Knolls MS and Prairie View ES Paving Project

Tuesday, July 09, 2024

CENTRAL SCHOOL DISTRICT 301

smc shalesmcnutt CONSTRUCTION

BID PACKAGE #32 - Paving

BIDDERS	BASE BID	Alternate #1 Noted on the Bid Drawings as Aternate P1 Paving Package	Alternate #2 Noted on the Bid Drawings as Alternate P2 Paving Package	Alternate #3 All Work Associated with Prairie View Elementary School as Shown on C101 & C204	GRAND TOTAL
Curran Contracting	$338,041.00	$52,000.00	$127,950.00	$53,000.00	$570,991.00
Abbey Paving	$315,090.00	$50,060.00	$131,650.00	$70,495.00	$567,295.00
Schroeder Asphalt	$379,000.00	$64,000.00	$149,000.00	$50,000.00	$642,000.00
Accu-Paving - alternates weren't noted if add or deducts	$384,824.00	$53,650.00	$126,450.00	$3,000.00	$567,924.00
Murphy Construction	$397,400.00	$51,450.00	$141,800.00	$4,600.00	$595,250.00
Maneval Construction	$305,396.00	$53,564.00	$131,323.00	$77,126.00	$567,409.00

PKMS PVES Paving
Summary of Award Recommendations

Bid Package	Recommended Contractor	Recommendation Amount
032 - Paving	Abbey Paving	$ 567,295.00
	Total Bids	$ 567,295.00

* Bid Includes Acceptance of Alternate #'s 1, 2, & 3.

PROJECT AUTHORIZATION EXHIBIT #1

This Project Authorization Exhibit ("Exhibit") amends and supplements that certain AIA Document A134™ - 2019, Standard Form of Agreement between Owner and Construction Manager as Constructor Edition, dated June 8, 2023 ("Master Agreement"), between the Board of Education of Central Community Unit School District 301 and Shales McNutt LLC dba SMC Construction Services, as provided herein. In the event of a conflict between the terms and conditions of this Exhibit and the Master Agreement, this Exhibit shall control, for the project described herein.

The Owner and Construction Manager agree to amend and supplement the Master Agreement as follows:

PROJECT NAME: Prairie Knolls Middle School and Prairie View Grade School asphalt parking lots and playground surfaces renovation.

ARTICLE 1 INITIAL INFORMATION

Section 1.1.1 Owner's Program for the Project: Removal and replacement of parking lots and overlay of asphalt of playground surfaces located at Prairie Knolls Middle School and Prairie View Grade School. Final scope of the Project to be approved by the Owner.

Section 1.1.2 Project's Physical Characteristics: Removal and replacement of parking lots and overlay of asphalt of playground surfaces located at Prairie Knolls Middle School and Prairie View Grade School.

Section 1.1.3 Owner's Budget for the Contract Sum: Estimated to be $749,542. The final budget to be approved by the Owner.

Section 1.1.4 Anticipated Design and Construction Milestones:

.1 Design phase milestone dates, if any: to be mutually agreed upon.
.2 Construction commencement date: July 16, 2024.
.3 Substantial Completion date: August 10, 2024.
.4 Other milestone dates: None at this time.

Section 1.1.5 Owner's Requirements for Accelerated or Fast-Track Scheduling or Phased Construction: None at this time.

Section 1.1.6 Owner's Sustainable Objective for the Project, if any: None.

Section 1.1.7 Other Project Information, if any: None.

Section 1.1.8 Owner identifies the following representatives: Dan Polowy, Facilities Director, and Tom Buresh, Facility Supervisor.

Section 1.1.9 Other Persons/Entities to Review the Construction Manager's Submittals, if any: None at this time.

Section 1.1.10 Owner's Consultants and Contractors, if any:

.1 Geotechnical Engineer: N/A

.2 Civil Engineer:

Eriksson Engineering Associates, LTD
145 Commerce Drive, Suite A
Grayslake, IL 60030

Section 1.1.13 Owner's Requirement for the Construction Manager's staffing plan for Preconstruction Services: None at this time.

Section 1.1.14 Owner's Requirement for subcontractor procurement for the performance of the Work: Competitive bid pursuant to 105 ILCS 5/10-20.21..

Section 1.1.15 Other Initial Information on which the Agreement is Based: None at this time.

ARTICLE 3 CONSTRUCTION MANAGER'S RESPONSIBILITIES

Section 3.1.4 Other Preconstruction Phase Services: None at this time.

ARTICLE 5 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES

Section 5.1.1 Construction Manager's Preconstruction Phase Services: None at this time.

Section 5.1.2 Hourly Billing Rate for Preconstruction Phase Services: None.

ARTICLE 6 COMPENSATION FOR CONSTRUCTION PHASE

Section 6.1.2 Construction Manager's Fee: 6.1% of the Cost of Work.

Section 6.1.7 Liquidated Damages, if any: None at this time.

Section 6.1.8 Other: None at this time

ARTICLE 7 COST OF THE WORK FOR CONSTRUCTION PHASE

§ 7.6.1 Insurance Costs: 0.75% of the construction cost.

Hourly rates shall be as follows:

Position	**Rate**
Partner/Project Executive	$165
Project Manager	$148
Assistant Project Manager	$107
Superintendent	$140
Contract Administrator	$90
Carpenter	$128
Laborer	$166

SPECIAL TERMS FOR THE PROJECT

None at this time.

Agreed to this 15th day of July 2024.

SHALES MCNUTT LLC, SMC CONSTRUCTION SERVICES	**BOARD OF EDUCATION OF CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301**
By: _____	By: _____
Its: _____	Its: _____
Date: _____	Date: _____

1270451.1

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

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

FROM: Matt Newquist, Dan Carpenter, Kim Lewis

DATE: July 15, 2024

RE: Recommended Changes to the 2024-2025 Student/Parent/Guardian Handbook

---

Recommendations for changes to the 2024-2025 Student/Parent/Guardian Handbook are listed below. Additionally, we worked to combine the handbooks for each level, as well as the Athletics & Activities Handbooks, into one document in order to improve consistency across each level and to ensure we were meeting all notification requirements per School Code. The key changes are outlined below.

All Levels:

- Combined the three handbooks (elementary, middle school, high school) into one handbook, including the Middle School Athletics and Activities and High School Athletics and Activities handbooks as appendices for greater convenience and consistency.
- Updated references to Board Policy throughout to make sure they are current and consistent with Board-approved policies. Board policies are linked directly in the handbook for convenience.
- Grammatical language corrections throughout.
- Updated the welcome letter.
- Updated the Registration Process and Transfer Student Documentation section to be current information.
- Updated the community and mental health resources language to be more thorough and up-to-date information.
- Cleaned up the Transportation section to be current information, removing language referring to the "Transportation Handbook" as that does not exist.
- Updated the Food Service section to be new lunch costs, add requirement for a student ID at checkout, clean up language about the OnePay program, and added that the District may send unpaid school lunch fees to collections.

- Simplified the Emergency Days language as we no longer announce closures via radio and other systems.
- Aligned and updated dress code language, removing the restriction on hats in school and adding that dark glasses, gloves and outerwear shall not be worn during the school day.
- Updated the Electronic Devices section, removing the Chromebook Handbook section, to be aligned to current Board policies and District practices.
- Removed language about PTO/PTC organizations.
- Revised language regarding visitors to our building to be consistent with current practices utilizing Raptor.
- Changed "parents" to "parents/guardians" throughout.
- Added "and Services" to the language for "Sale of Objects".

Elementary:

- Changed threshold for indoor recess to be 10 degrees with windchill instead of 0 degrees with windchill.

Middle School:

- Adjusted language regarding IDs at school dances from "Students must show school ID upon entrance to a school dance. Students who do not have an ID will not be permitted." to "Students may be asked to show a valid school ID or proof of enrollment upon entrance to a school dance." Removed language about bringing students outside of their grade and language regarding purchasing IDs prior to the dance.

High School:

- Updated parking permit language, removing the GPA requirement and offering to all seniors first before offering any remaining permits to juniors, if any are available, two weeks later.
- Removed some sections that are included in the Curriculum Guide to reduce redundancies.
- Added language regarding graduation attire to align to new guidance.

CENTRAL
UNIT SCHOOL DISTRICT 301

Athletics & Activities:

- We aligned the language regarding absences and extracurricular practices/meetings so both middle and high school levels require students to be in attendance by the start of 2nd period unless the student has an excused absence for any reason other than personal illness in order to participate in extracurricular practices or meetings.

Central CUSD301
Student & Parent/Guardian
2024-2025 Handbook

Mission Statement

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



Administration
Introduction
Words of Welcome
Enrollment Requirements
- Kindergarten Age Requirement
- Registration Process and Transfer Student Documentation
- Waiver of Student Fees
- District 301 Homeless Information

Student Services
- Student Support Services (Board Policy 7:250)
- Erin's Law Counseling Options, Assistance, and Intervention
- Suicide and Depression Awareness and Prevention
- Community and Mental Health Resources
- Additional Community Resources
- Multi-Tiered System of Support (MTSS)
- Accommodating Individuals with Disabilities (Board Policy 8:70)
- Education of Children with Disabilities
- Medicaid Fee for Services

Health Services
- Health, Eye, and Dental Examinations & Immunization Requirements
- Homeless Child
- Communicable and Chronic Infectious Diseases
- Sick Child Procedures
- Illness / Injury
- Exemption from Physical Education
- Administering Medicines to Students
- Self-Administration of Medication
- Student Insurance

Attendance and Truancy
- Attendance Procedures
- Leaving School Early
- Tech Prep or Middle College
- Regional Pathway Students
- Attendance and Truancy Policy (Board Policy 7:70)
- Class Cut
- Tardiness

College and Vocational Visits and Military Exams
Makeup Work
Attendance at Extracurricular Activities
Transportation Information
Bus Transportation (Board Policy 7:220 and Board Policy 4:110)
Instructions to Parents/Guardians
Instructions To School Bus Riders
Safety Regulations and Guidelines
School Bus Suspensions
Academic Credit for Missed Classes During School Bus Suspension
Restricted Items
Late Academic Bus (CHS and MS Only)
Kindergarten Transportation
Electronic Recordings on School Buses
Food Service Information
Grade Schools
Middle Schools and High School
Payment Procedures
How will OnePay benefit families?
How does OnePay work?
Negative Lunch Balance
Free and Reduced-Price Food Services
Refund or Transfer Lunch Account Money
Lunch Prices
School Wellness
School and Student Safety
Visiting the School
Emergency Days
Emergency/Crisis Plan
School Safety Drills Plan
Building Surveillance
Student Search and Seizure
Items Brought to School
Unlicensed Motorized Vehicles
Distribution of Printed Material
Notification Regarding Sex Offender Information
Suspected Child Abuse

- Harassment of Students Prohibited
- Dress Code
  - Student Appearance
  - Elementary Outside Play
- Electronic Devices
  - Access to the District's Electronic Network
  - Curriculum and Appropriate Online Behavior
  - Acceptable Use
  - Internet Safety
  - Authorization for Electronic Network Access
  - Confidentiality
  - Violations
- Student Device Guidelines
  - Expectations for Students
  - Responsibility for Maintenance, Damage, Repair, Replacement, and Loss
  - Technology Fees and Device Rotation Cycle
  - Guardians' Responsibility for Student's Compliance
  - No Expectation of Privacy
  - Notification Regarding Student Accounts or Profiles on Social Networking Websites
- Academic Policies
  - Parental Involvement
  - Skyward Parent Portal
  - English Learners
  - Title 1 Programs
  - Field Trips
  - Equal Educational Opportunities
  - Sex Equity
  - Elementary School Academic Policies:
    - Grading
    - Retention Policy
  - Middle School Grading Policies:
    - Grading
    - Honor Rolls
    - Retention Policy
  - Central High School Academic Policies:
    - Grading

        - Weighted Grades/Advanced Placement (AP)
        - Transfer Credits
        - GPA
        - Requesting Transcripts
        - Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program (Board Policy 6:110)
        - Participation in the Graduation Ceremony Policy
- Discipline
    - Philosophy of Discipline
    - Student Behavior Policy (Board Policy 7:190)
        - When and Where Conduct Rules Apply
        - Prohibited Student Conduct
        - Disciplinary Measures
        - Isolated Time Out, Time Out, and Physical Restraint
        - Weapons
        - Re-Engagement of Returning Students
        - Required Notices
        - Delegation of Authority
        - Student Handbook
- Misconduct by Students with Disabilities (Board Policy 7:230)
    - Behavioral Interventions
    - Discipline of Special Education Students
- Definitions of Discipline Measures
    - Detentions
    - School & Community Service Program
    - Alternative Learning Environment (ALE) (Board Policy 7:200)
    - Out of School Suspension
    - Expulsion by the Board of Education
- Prevention of and Response to Bullying, Intimidation and Harassment (Board Policy 7:180)
    - Definitions from 105 ILCS 5/27-23.7
    - Bullying Prevention and Response Plan
    - Anonymous Reports
    - Sexual Harassment Prohibited
    - Teen Dating Violence Prohibited
- Student and Family Privacy Rights
    - Surveys
    - Surveys Created by a Third Party

Survey Requesting Personal Information
Instructional Material
Physical Exams or Screenings
Selling or Marketing, or Students' Personal Information Is Prohibited
Notification of Rights and Procedures
Employee Ethics
Employee Ethics; Code of Professional Conduct; and Conflict of Interest
Miscellaneous
Student Records and Directory Information
Fundraising
Sale of Objects or Services
Hall Passes
ID Cards
Lost and Found
Pets
Waiver and Indemnification
Appendix A - Middle School
Transportation
School Arrival/Departure
Traffic at School
Parent Pick-Up/Drop-off
General Information
School Dances
Middle School Locker & Desk Rules
Hallway Conduct
Book Bags/Purses
Consumption of Food and Drink
Candy/Gum Policy
Physical Education Waivers
Appendix B - Central High School
General Information
Student Parking Permits and Driving Regulations
Physical Education Waivers
Student Services Team
Appendix C - Middle School Athletics & Activities Handbook
Interscholastic Athletics and Activities
Registration on rSchool

- Programs
- Team Size Limitations
- Academic Eligibility
- Attendance at Practices & Contests During Ineligibility

Attendance Policy
- Absences
- Field Trips
- Suspensions/Expulsions
- P.E. Excuses
- Consequences
- Athletic TEAM Eligibility & Participation
- IESA Eligibility
- Athletic Team Tryout Policy
- Care Of Equipment & Uniforms
- Athletic Lockers
- Team Rules

Transportation
- Expectations
- To/From Extracurricular Activities
- Parent Pick-Up

Miscellaneous
- Refunding Participation Fees
- Intramurals
- Communication With Extra-Curricular Coach/Sponsor
- Communication You Should Expect From Your Student's Coach
- Communication Coaches Expect from Parents/Guardians
- Appropriate Concerns to Discuss with Coaches
- Issues Not Appropriate To Discuss With Coaches
- Procedures for Discussing a Concern with a Coach
- CPR and AED training
- Concussions

Code of Conduct
- Conduct Code for Participants in Extracurricular Activities (Board Policy 7:240)
- Sex Equity
- Discipline
- Definitions of Offenses
- Hazing/Bullying

- Procedures
- Consequences
- Participation in Substance Abuse Assessment Program

Appendix D - Central High School Athletics & Activities Handbook

Interscholastic Athletics and Co-Curricular Activities

- Co-Curricular Activities
- Interscholastic Athletics
- Academic Eligibility
- Attendance Eligibility
  - Absences
  - Field Trips
  - Suspensions/Expulsions
  - P.E. Excuses

Co-Curricular Activities

- Co-Curricular Activity Eligibility & Participation For Executive Leadership Positions

Interscholastic Athletics

- Athletic Team Eligibility & Participation
  - IHSA Eligibility
  - NCAA Eligibility
- Athletic Team selection (“cut policy”)
- Athletic Awards
- Awards
- Senior Night
- Attendance at Awards Night
- Quitting An Athletic Team
- Care Of Equipment & Uniforms
- Lockers For Athletic Teams
- Athletic Team Rules

Transportation To/From Extracurricular Activities

Miscellaneous

- Time Limit to Exit Building
- Refunds of Participation Fees
- Behavior Expectations of the Participants
- Behavior Expectations of the Spectators
- CPR and AED training
- Concussions

Communication with Extracurricular Activity Coach/Sponsor

- Parent/Coach Relationship
- Communication You Should Expect From Your Student's Coach
- Communication Coaches Expect from Parents/Guardians
- Appropriate Concerns to Discuss with Coaches
- Issues Not Appropriate To Discuss With Coaches
- Procedures for Discussing a Concern with a Coach

Code of Conduct

- Conduct Code for Participants in Extracurricular Activities (Board Policy 7:240)
- Sex Equity
- Discipline
- Definitions of Offenses
- Hazing/Bullying/Hate Speech/Harassment
- Social Media
- Procedures
- Consequences
- Participation in Substance Abuse Assessment Program

Appendix E - Community Resources

- Alcohol and Drug Abuse and Addiction Counseling
- Behavioral Health Hospitals
- Suicide Assessment Resources
- Community Contact
- Outpatient Therapists
- Facilities for Psychological Evaluation
- Community Agencies

Crisis Centers/ Hotline Numbers/ Emergency

- Abuse
- Suicide
- Rape/SA/DV
- Housing
- Death/ Loss of Loved one
- Daycare
- Transportation

Administration

Central School District 301 Office

275 South Street, PO Box 396
Burlington, IL 60109
(847) 464-6005
District Office Hours: 7:30am-4:00pm

Dr. Esther Mongan
Superintendent

Central High School (CHS)

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

Patrick Podgorski
Principal

Sarah Farrington
Asst. Principal of Building Operations

Edgar Pereda
Asst. Principal of Behavior & Environment

Nicole Brady
Asst. Principal of Student Services

Daniel Carpenter
Asst. Principal of Behavior & Environment

Central Middle School (CMS)

44W303 Plato Road, PO Box 397
Burlington, IL 60109
(847) 464-6000

Alexandra Paszt
Principal

Rania Hamadeh
Asst. Principal

Prairie Knolls Middle School (PKMS)

225 Nesler Rd
Elgin, IL 60124
(847) 717-8100

Matt Newquist
Principal

Megan Minehart
Asst. Principal of Student Services

Tami Proberts
Asst. Principal of Behavior & Environment

Country Trails Elementary School (CT)

3701 Highland Woods Blvd
Elgin, IL 60124
(847) 717-8000

Theresa Kolkebeck
Principal

Andrew Speiden
Asst. Principal

Howard B. Thomas Grade School (HBT)

44W575 Plato Road, PO Box 395
Burlington, IL 60109
(847) 464-6008

Kim Lewis
Principal

Melissa Rourke
Asst. Principal

Lily Lake Grade School (LL)

5N720 Route 47
Maple Park, IL 60151
(847) 464-6011

Erica Snyder
Principal

Prairie View Grade School (PV)

10N630 Nesler Road
Elgin, IL 60124
(847) 464-6014

Marilyn Mattei
Principal

Jesse Hawley
Asst. Principal

Introduction

Welcome to Central District 301. 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 Central District 301 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 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 the District are available to the public on its website at www.central301.net or at the District Office.

Words of Welcome

Dear Students and Parents/Guardians,

On behalf of the entire Central District staff, we extend a warm welcome to all our families as we embark on another exciting journey. This year, we are filled with anticipation and enthusiasm for the growth and achievement that lie ahead for our students.

At Central CUSD 301, we are committed to providing a comprehensive educational experience that supports our students at every stage of their journey. Our elementary grades build a strong foundation with engaging activities that inspire a love of learning. As students transition to middle school, we focus on fostering personal and academic growth, encouraging curiosity, resilience, and a strong sense of community. In high school, our students are guided to embrace leadership and uphold the legacy of excellence, preparing them for future success whether they pursue higher education, vocational training, military or enter the workforce.

As your partners in education, the academic success and personal development of all of our students is important to us. This Handbook is a comprehensive guide designed to help you navigate the policies and procedures established by the Board of Education. Compiled with input from staff, students, parents, and the Board, it aims to ensure a safe and supportive environment where learning develops and positive values are upheld.

Within this handbook, you will find essential contact information to help you seek assistance and answers to your questions. Additionally, it provides the various services and activities available to you. We encourage you to take full advantage of these opportunities to enrich your school experience and make the most of your time with us.

We are excited for the year ahead and confident in our students' abilities to achieve great things. Together, let's make the 2024-2025 school year an excellent and memorable one for everyone!

Warm regards,

Central CUSD301 Administration

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. Please see Board policy 7:50 for more information.

Registration Process and Transfer Student Documentation

All returning Central 301 students must complete the registration process annually.

Students enrolling in Central 301 schools for the first time must complete the following steps:

- New Student Intake Form
- Certificate of Residence Form with supporting documentation
- Data Collection Form
- Home Language Survey
- Authorization for Release of School Student Records, as applicable
- New Student Health Questionnaire
- Original county/state birth certificate
- Physical with Immunization Record, Eye Exam, Dental Exam (see Health Requirements on page 20)
- Records of Special Services (Special Education/504, Gifted, ELL/ESL), as applicable
- Online registration and fee payment
- Illinois Transfer Form, as applicable (from previous Illinois school)

Online registration is completed via the Skyward Parent Portal. For assistance accessing this system, please contact your school office.

School fee payments are processed through RevTrak. Parents/Guardians can access RevTrak through the District website or at https://cusd301.revtrak.net/.

Waiver of Student Fees

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the following fees are also waived for students who meet the eligibility criteria for waiver: athletic participation fees,

lock fees, towel fees, shop fees, laboratory fees and registration fees. The Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver.

For more information and for fee waiver guidelines, please visit Board policy 4:140, 4:140-E1, and 4:140-E3.

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-Vento Homeless Assistance Act and the Education for Homeless Children Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. For more information, please see Board policy 6:140.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State 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.

Student Services

Central CUSD recognizes and supports the various needs of our students. The Student Services team is made up of different professionals such as social workers, psychologists, speech language pathologists, etc., to help support the social-emotional growth of our students. Additionally, our student services team has support for our English learners and students with special needs. Our building administration are key personnel that partner with the student services team, students and parents to help support your child for success in school and beyond.

Student Support Services (Board Policy 7:250)

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.

2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.

3. The services of a school social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.

4. Guidance and school counseling services.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must

include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

Suicide and Depression Awareness and Prevention

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

For information on how the District maintains awareness and prevention of suicide and depression, please read Board policy 7:290.

Community and Mental Health Resources

211 Illinois

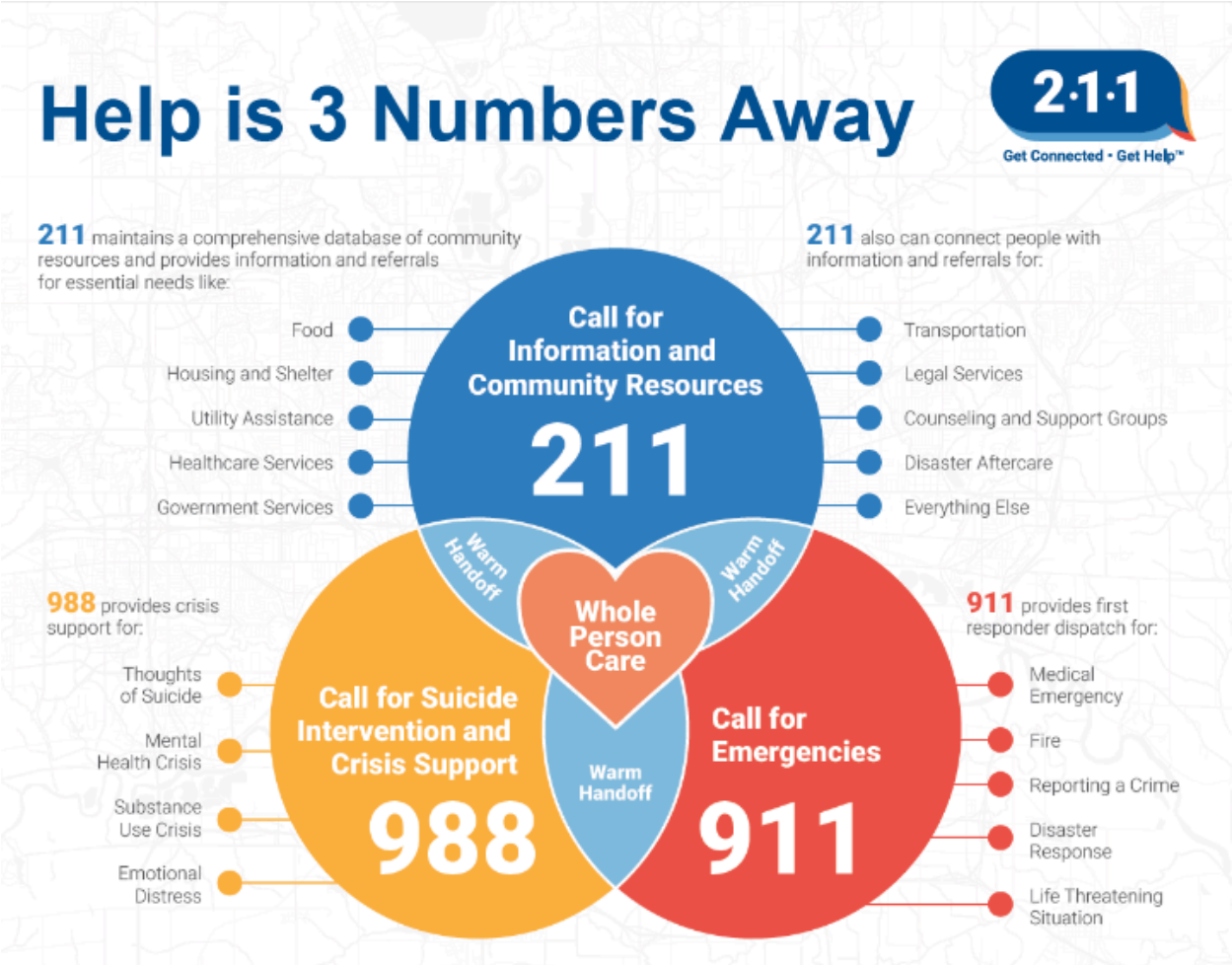
211 is a free, confidential 24/7 referral helpline connecting people to available health and human services. See graphic below for more information.

988 National Suicide Hotline

Individuals can call the 24-hour National Suicide Prevention Lifeline number by dialing 988. See graphic below for more information.

Local Kane County Suicide Prevention Resources

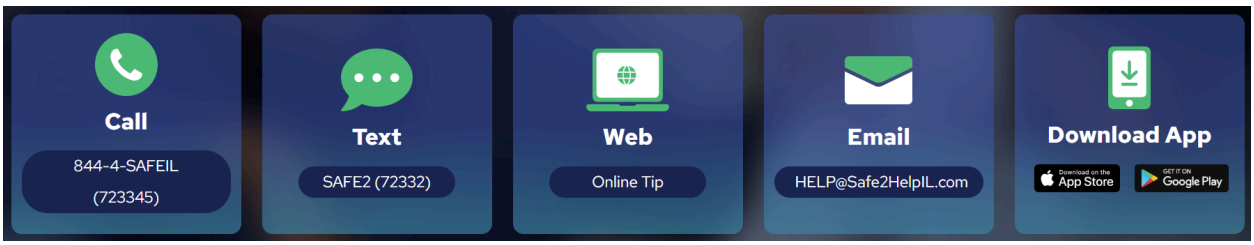
Information and resources can be found at kanehealth.com/suicide-prevention.



Source: https://www.illinois211.org/2-1-1/

Safe2Help Illinois

https://www.safe2helpil.com/ is a 24/7 program for students to share school safety issues, find resources to get help, and find encouragement to help others. In the absence of a trusted adult, students can use Safe2Help Illinois to share concerns in a confidential environment.



Additional Community Resources

See Appendix E for a list of Community Resources and Services.

Multi-Tiered System of Support (MTSS)

A Multi-Tiered System of Support (MTSS) is a comprehensive, data-driven framework designed to support all students' academic and social-emotional needs. This approach ensures high-quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that collaborates among teachers, parents, administration and other key stakeholders. When a student shows academic and/or social-emotional challenges, concerns may be raised by school staff or parents. The concerns are then addressed by the Problem-Solving Team (PST) process, which includes stakeholders such as social workers, school psychologists, principals, school nurses, other administration and teachers.

The Problem Solving Team (PST) is a team that develops and monitors intervention plans to proactively support students before larger issues become serious. The team regularly evaluates the effectiveness of these interventions and adjusts as needed. If the interventions do not lead to improvement, the team may request further evaluation. 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/guardian.

Accommodating Individuals with Disabilities (Board Policy 8:70)

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities para-professionals, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.

2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the *Individuals with Disabilities Education Act* (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (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. For more information, please see Board policy 6:120.

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 of 1973 even though they do not require services pursuant to the IDEA. For more information, please see Board policy 6:120-AP1 E1.

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 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 students with disabilities.

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

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.

Health Services

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, they must be checked out in the Nurse's Office and the nurses or administration authorization must be given prior to leaving the building; otherwise, 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.

At the high school, 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

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. See Board policy 7:100 for more information.

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.

Communicable and Chronic Infectious Diseases

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns. Please see Board policy 7:280 for more information.

Sick Child Procedures

Please notify the school health office immediately for all contagious conditions so we can take proper measures within the school environment to ensure all staff and students are safe. 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, please do not send the child to school. If your child exhibits any of the following during the school day, they 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 based upon evidence that the child is no longer exhibiting symptoms listed above and fever free for 24 hours without medication, or documentation of treatment. These determinations will be guided by the nurse.

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 to arrange transportation.

Illness / Injury

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. *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. For information about the availability of AEDs, please see Board policy 4:170-AP6 E1.

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

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. Please see Board policy 7:260 for more information.

Administering Medicines to Students

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

No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* (*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.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. For more information, please view Board policy 7:270 and 7:270-E1.

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 *Med A Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. For more information, please view Board policy 7:270 and 7:270-E1.

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 allergy emergency action plan, (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.

Student Insurance

If a student insurance program is offered, it will be the responsibility of the student's parents/guardians, 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.

Attendance and Truancy

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

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.

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

Grade Schools:

It is the parent/guardian's responsibility to call or email the main office and give the reason for an absence between 7:45 a.m. - 9:30 a.m. the day of the absence. Contact information can be found below:

- Country Trails - (847) 717-8000
- Howard B. Thomas - (847) 464-6008
- Lily Lake - (847) 464-6011
- Prairie View - (847) 464-6014

Parents/guardians who cannot call must write a note explaining the reason for the absence. The note should be written by the parent/guardian in its entirety and signed. The note can be scanned and emailed to the attendance secretary or turned in at the main office.

Middle Schools:

It is the parent/guardian's responsibility to call or email the main office and give the reason for an absence prior to 7:50 a.m. the day of the absence. Contact information can be found below:

- CMS - (847) 464-6000; joanne.brazas@central301.net
- PKMS - (847) 717-8100; adriana.panzeca@central301.net, jan.maas@central301.net

In the event that school personnel do not hear from parent(s)/guardian(s) about tardiness or absence before 9:00 a.m., the school may call parents/guardians or other emergency contacts provided by a parent/guardian to determine the reason for the student's absence.

Parents/guardians who cannot call or email must write a note explaining the reason for the absence. The note should be written by the parent/guardian in its entirety and signed. The student can bring the note to the main office upon their return.

High School:

It is the parent/guardian's responsibility to call the attendance secretary and give the reason for an absence prior to 7:25 a.m. the day of the absence. The attendance secretary'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/guardian in its entirety and signed. The note can be scanned and emailed to the attendance secretary or turned in at the main office. The attendance secretary's email address is lynette.jastrzebski@central301.net.

Leaving School Early

If a student needs to leave school early for medical purposes (healthcare provider or dental appointments) the parent/guardian must call, email or send a note to the Attendance secretary before the student may leave school. The call, email or note should include the requested dismissal time and the reason the student needs to leave early. If providing a note, it must be written by the parent/guardian in its entirety and include a parent/guardian signature.

If a student is ill during the day, the student must check out in the Health Office before leaving the building. Students should not arrange for parents/guardians to

pick them up, or leave using their own car, 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.

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

CHS Only: Parents/guardians will pick up the student at Door 8, and students will sign out with the Dean's 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's 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's Assistant at Door 8. Attendance issues related to this program will be addressed on an individual basis.

Attendance and Truancy Policy (Board Policy 7:70)

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, including mental or behavioral health of the student, not to exceed 5 days (without a medical note) and after 2nd mental health day used the student may be referred to the appropriate student support personnel, observance of a religious holiday, death in the immediate family, up to 5 days of vacation per school year, attendance at a civic event (middle/high school student only) provided a 3 day notice is given to building administration and student provides documentation of participation, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to the Election Code (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. See Board policy 7:80 for information about absences for religious reasons.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. Any child "necessarily and lawfully employed" may be exempted from attendance by the superintendent "on certification of the facts by and the recommendation of the school board." 10 ILCS 5/26-1. The policy's language serves to delegate this "certification of the facts" to the superintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

   A student may be excused at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.

5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
    a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
    b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.

Truant Absences

Truant absence 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. 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/guardian-teacher/administrator conferences, student counseling, and/or involvement of the Kane County Truancy officers and/or local law enforcement. In any such proceeding against parents or guardians the school district must demonstrate it has attempted to counsel the student and the person(s) having custody and control of the student and has provided support services, alternative programs, and other school resources in an effort to correct the truant behavior." (105 ILCS 5/26-12) 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.

Class Cut

Middle/High School Only: 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, teacher or approval of school officials. Class cuts may also include the beginning of the school day. 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 tardiness. Students may be considered tardy if they arrive after the bell has rung. Students may receive consequences for excessive tardies.

On the fourth tardy to school per semester, students may receive disciplinary consequences. The same may occur for excessive tardies to class based on classroom, team or department policies.

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 (sophomores may be excused with approval by administration), 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/guardians 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.

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 school day missed, starting with the first day the student returns to school. In extenuating circumstances, a student may ask his/her teacher 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.

Students who miss school due to a vacation may ask their teachers to provide advance assignments at the middle/high school. However, it is up to the individual teacher to determine whether he/she can honor the request. Please note at the elementary school, assignments will be provided upon the students return from vacation.

Attendance at Extracurricular Activities

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.

Transportation Information

Bus Transportation (Board Policy 7:220 and Board Policy 4:110)

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/Guardians

Parents/Guardians will designate their transportation needs via the online registration process. Busing information for the current school year is available in the Bus Info tab in the Skyward Parent Portal.

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.)

If changes are needed to a student's transportation, please make the revision in your Skyward Parent Portal following the directions at www.central301.net/transportation and send an email describing the changes to transportation@central301.net. 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. CCUSD 301 Board Policy 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

All CCUSD 301 disciplinary and safety guidelines are applicable, including those outlined below.

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 and stay away from the street while waiting for the bus. Do not move toward the bus until the bus has been brought to a complete stop and the driver signals

you to board. Enter in single file without pushing. Always use the handrail.

3. Be aware of moving traffic and pay attention to your surroundings.
4. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all closing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
5. Take a seat right away and remain seated facing forward in your assigned seat while the bus is in motion.
6. Always be alert and listen for any instructions given by the driver. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
7. 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.
8. Talk quietly on the bus. Refrain from abrupt, loud noises and/or any unnecessary confusion that could divert the driver's attention from safely driving the bus. Be absolutely quiet when approaching and crossing railroad tracks.
9. Refrain from littering, defacing or destroying bus property. Never tamper with the bus or any of its equipment.
10. Assist in keeping the bus safe and sanitary at all times. Keep belongings out of the aisle and away from emergency exits. Eating, drinking or gum chewing is not allowed on the bus.
11. Do not bring any animals on the bus, unless it is a service animal.
12. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
13. Take all belongings with you.
14. Respect the driver, fellow students and yourself. Help look after the safety and comfort of smaller children.
15. 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.
16. Students must sit three (3) in a seat on the school bus when necessary due to the load
17. 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
18. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless students use earbuds or headphones and the listener is still able to hear emergency directions.
19. Stay out of the danger zone next to the bus where the driver may have

difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

20. 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. Cross the street only after checking both ways for traffic, even after the driver's signal. Never run in front of a car or bus.
21. Never run back to the bus, even if you dropped or forgot something.

The same rules and regulations apply to all bus trips, including for school sponsored trips, athletics and transportation to and from 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.

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.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or

guardian to notify the school that the student does not have alternate transportation.

Restricted Items

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
-laser lights	-in-line skates	-toys	-playing cards

** 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.).

Late Academic Bus (CHS and MS Only)

For convenience to our families, we offer a late academic/activity bus at both the middle and high school level. The bus operates weekly on Tuesdays, Wednesdays and Thursdays. Students must sign up each week they intend to use the service via the link located on the transportation page cited below.

All buses depart at approximately 4:30pm. These routes run approximately 1 hour and are based off of the weekly sign-up sheet. Students **must** sign-up to use this bus by noon the day of. This bus will **not** run on half days. Also, please note if your student resides within walking boundaries from PKMS they will not qualify for the academic/activity bus. Any student that does not sign up for the late academic/activity bus prior to the scheduled cut off time will be denied transportation, unless approved by both the school administration and transportation.

See https://central301.net/transportation/late-activity-academic-bus/ for the sign-up link and for more information.

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/guardian pick up.

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. At no time will video footage be released to the public.

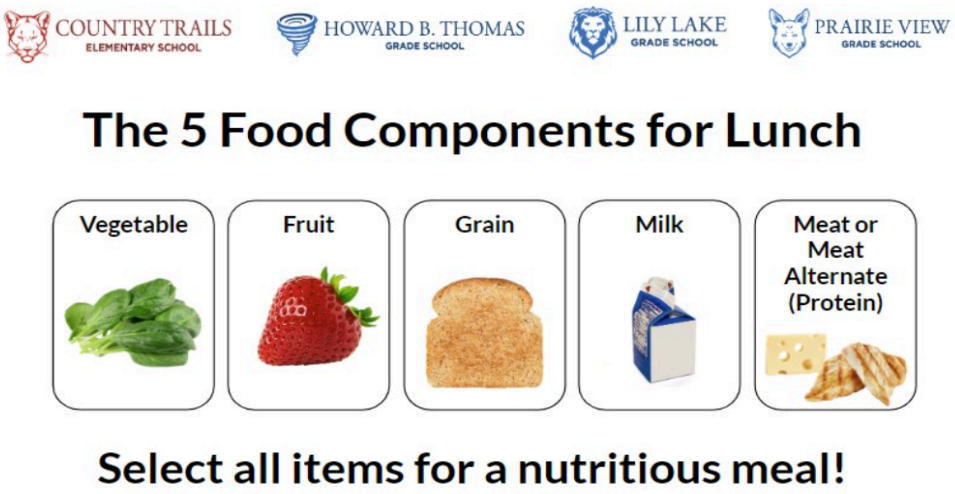
Food Service Information

Central 301 participates in the USDA National School Lunch Program (NSLP) and offers an USDA reimbursable value meal each day. Please view Board policy 4:130 and 4:130-E for more information.

All students must use their student ID to purchase items from the cafeteria.

Grade Schools

Each morning, classroom teachers will take a count of the students who would like a value meal of the day. There is also a daily option of a non-meat item (example: grilled cheese). These lunch counts are shared with the Head Cook for production. A value meal for grade school costs $3.20. Monthly lunch menus are available on the Food Service website.



- Students who choose the value meal of the day will receive all meal components: protein items, whole grain bread/pasta items, two vegetables,

fruit and milk. Students are served all five components of the value meal of the day, without eliminations.

- Milk is sold as an ala carte item to students who need to have a milk with the cold lunch brought from home or if a student would like extra milk to drink with his/her hot lunch. The purchase price for milk is $0.40/carton.
- If a student is eligible (see Board policy 4:130) 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/carton.
- Allergy Substitutions: A USDA Physician's Statement is required to be completed if a substitution is needed in a student's meal. The Physician's Statement form can be obtained from the nurse's office or the Food Service website.

Middle Schools and High School

The middle and high schools also offer a la carte food items for sale. 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 for what is selected. The daily value meal for the middle schools is $3.30 and $3.40 for Central High School.

To allow for efficiency for all students, we ask that students observe the following rules:

1. A photo ID and student ID number are required at the cashier.
2. No outside drinks or food items are allowed to come through the lunch line.
3. Move through the lunch line making selections quickly and then proceed to the cashier.
4. When purchasing 3 items or more, a tray must be used.
5. When finished eating, pick up all lunch debris from the table and floor, empty lunch trays into trash bins and return the trays to the kitchen.

Payment Procedures

In order to provide the safest, contactless transition for payments, Central 301 Food Service departments district-wide are cashless. Cashiers will not accept cash or checks at the cashier stations. All lunch payments must be updated through our online payment system, MySchoolBucks (Heartland Payment Systems).

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 student's name and ID number. Funds can be added using your credit/debit card ($3.25 transaction fee) or electronic check ($2.75 transaction fee).

- 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

MySchoolBucks offers OnePay which 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, adding up to $24.75 in program fees. OnePay offers the choice of two transaction fee payment packages:

- A single student plan for $12.95/year or
- A family plan for $26.95/year

Both packages provide great value for families with multiple students or those who wish to add funds to 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/guardian's responsibility to respond to the negative balance email by depositing money in the student's lunch account on 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. The District may send unpaid fees to collections.

Free and Reduced-Price Food Services

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 on the Food Service website, in the Lunch Information section, MySchoolApps. Parents/Guardians may access the Free/Reduced Lunch Application link after July 1st of each year. For more information, please see Board policy 4:130.

To complete the application, read each page carefully and answer all questions. Skipped fields will not allow the application to be submitted. This online application is a family application so all students in the household must be added to the application. You will need the student ID number for each student on the application and everyone 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, unless you automatically qualify for free or reduced through the state.

Refund or Transfer Lunch Account Money

To request a refund from your student(s)' lunch account go to the Food Service website, under the Lunch Information section and click on the Lunch Refund/Transfer link. Answer all the sections within this form. All refund checks are cut typically on the third Monday of each month, after board approval.

Transfer of funds between siblings can be done through your MySchoolbucks account. Transfers of funds for graduate students can be processed through the Lunch Refund/Transfer link.

Lunch Prices

The cost of all menu items in the value meal is set at one meal price. The value meal lunch prices for the 2024-2025 school year are:

Paid Lunch Price	
High School	$3.40
Middle Schools	$3.30
Grade Schools	$3.20
Reduced Lunch Price	$0.40
Milk Price	$0.40
Adult/Teacher Lunch Price	$3.95

School Wellness

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

1. Each school building complies with this policy;

2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and

3. The community is informed about the progress of this policy's implementation.

For an extensive overview of the physical and nutritional wellness plan, please see Board policy 6:50.

Please contact Food Service Director, Jessica VonSchnase at jessica.vonschnase@central301.net with any questions or suggestions related to school wellness and nutrition.

School and Student Safety

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

Visiting the School

The District 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:

- Provide government-issued photo ID and reason for the visit.
- Be cleared and logged by the District's security system
- Wear a visitor name tag at all times while in the building.

- Check out with office staff upon departure.

Emergency Days

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

If this occurs the district will likely use emergency days to manage the situation and to ensure all students and staff are safe. The District will send notifications via ParentSquare (phone, text, and emails), social media and/or web posts.

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 refrain from calling the school in order to keep school telephone lines open for emergency calls. Please keep vehicles out of the area to allow emergency vehicles to access school grounds.

School Safety Drills Plan

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

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.

For more information regarding the safety procedures established by the district, please refer to Board policy 4:170.

Building Surveillance

Video surveillance occurs in various parts of the school. This surveillance is used for safety purposes. Access to video surveillance is granted to school personnel and law

enforcement when necessary and may be used for the purpose of investigatory elements with students. At no time will video footage be released to the public.

Student Search and Seizure

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. For more information, please see Board policy 7:140 and 7:140-E.

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.

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.

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.

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

Items Brought to School

- TREATS: Any treats, specifically for birthdays, should be in the form of a non-food item such as pencils or a favorite book. Food items are not allowed as they can distract from the educational environment and are counterproductive to the health curriculum standards.
- Commercially pre-packaged items that are clearly labeled with all ingredients are required. This applies to all school sponsored events.
- 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. Bicycles cannot be housed in the school. Bicycle racks will be off limits during school hours.
- SKATEBOARDS, IN-LINE SKATES and HOVERBOARDS: 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.

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, 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

Distribution of Printed Material

All printed materials that will be distributed and/or posted, **must** be approved by the building administration prior to any posting of said 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.

Notification Regarding Sex Offender Information

Public Act 94-994, requires a Principal or teacher to notify parents/guardians during school registration or parent teacher conferences that information about sex offenders is available to the public. The Illinois Sex Offender Information website is https://isp.illinois.gov/Sor/Disclaimer. If you have any questions, please contact your building Principal.

For information about convicted child sex offender screenings and notifications, please visit Board policy 4:175 and 4:175-AP1 E1.

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.

Please see the mandatory notification requirements relevant to 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 Board policy 5:120, *Employee Ethics; Code of Professional 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 pursuant to Board policy 4:165 *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 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 Board policy 7:250, *Student Support Services*.
d. Board policy 4:165 Exhibit.

Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. See Board policy 7:20 for more information.

Dress Code

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process, or compromise standards of health and safety. Students are expected to be appropriately dressed for school. Determination of "appropriate" shall be made by the building administrator and authority to discipline based on the determination shall be at their sole discretion. Please see Board policy 7:160 for more information.

1. All attire should be worn in the manner for which it was intended and undergarments should be covered at all times.
2. 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.
3. Appropriate footwear must be worn at all times.
4. Dark glasses, gloves and outerwear shall not be worn during the school day.
5. Chains are not to be brought to school. This includes chains on wallets, choker chains, etc.
6. PE uniforms may NOT be altered in any way (for example, cut-off sleeves or shortening of shorts).
7. 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 administration will work with the student to obtain more appropriate clothing for the day.

Elementary Outside Play

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. 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 10 degrees or above. If there is a drastic weather change during the day, we will take that into consideration as we plan for outside recess. Snow pants and boots are required for children to play in the snow. Please make sure that your child's clothing is labeled clearly. Each school has playground rules to follow.

Electronic Devices

Access to the District's Electronic Network

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Please see Board policy 6:235 for more information.

The term "electronic networks" includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the 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 shall: (1) 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) comply with the selection criteria for instructional materials and library resource center materials. As required by federal 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, use the Internet throughout the curriculum. For more information, please see Board policy 6:60 exhibits for grades K-8 and 9-12.

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 networks 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. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communication apply when using electronic networks. 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.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and students to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator supervisor, or other authorized person may disable the filtering device only for bona fide research or other awful purpose provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against

unreasonable access shall be taken before the confidential student information is loaded onto the network. For more information about student data shared with educational technology vendors, please see Board policy 7:345 Exhibit.

Violations

The failure of any user to follow the terms of the District's administrative procedures, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Student Device Guidelines

Expectations for Students

Students in Kindergarten through 12th grade will be issued a device (i.e., Chromebook) by the District. These devices should be used for educational purposes and students are expected to adhere to the Student Handbook, the Acceptable Use Policy, and all corresponding procedures and Board policies, including, but not limited to:

- 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;
- 5:170, Copyright.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens. File sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted materials (i.e., music, video, images). Device configuration must be maintained and not altered. District identification/asset tags may not be removed, modified, or tampered with in any way. Students may NOT allow others to use his/her device, share user account information with other students, or purposely circumvent the filtering or security settings on the device.

Technology Department staff distribute school-related software to devices as appropriate. Software may be delivered in multiple ways, including silent/background installations which require no user intervention, self-service installation by users of approved software as made available, and manual installation by Technology Department staff. Students must perform software updates and upgrades, return devices for inspection, or otherwise make devices available as required by Technology Department staff or school administrators.

Central School District 301 retains the sole right of possession of the device and grants permission to use the device according to the guidelines set forth in this Handbook. It is the sole responsibility of the student to back up any data stored on the device. Students shall pick up and return the equipment at the established due dates and times. There may be short periods of time when devices need to be collected for maintenance or other purposes.

Students are responsible for the use and care of the device and are expected to bring their fully-charged, ready-to-use device to school each day. Device care guidelines include:

- Do not use extreme pressure.
- Heavy objects should never be placed on top of the device.
- Ensure that there is nothing on the keyboard before closing the lid.
- When cleaning the screen, use a soft, dry microfiber or antistatic cloth.
- Insert and remove cords and cables carefully to prevent damage to connectors.
- 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.
- 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.
- 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.
- Keep food and beverages away from the device.
- Make sure the device is secure when it is out of sight. Don't leave it in an unlocked locker, desk, or other location where someone might take it.
- Each device will have a District-provided asset tag to identify it. This number also might be marked in the case provided. Write this number down so you can identify the device.

Responsibility for Maintenance, Damage, Repair, Replacement, and Loss

Any device malfunction, loss, damage, or theft should be reported promptly to building administration and/or the Technology Department. In the event of a theft, a copy of a police report related to the incident must be provided to the building administration and Technology Department at the time the incident is first reported. Failure to do so may result in additional charges for replacing the device.

The student/guardian will be responsible for payment of all applicable repair/replacement fees. If the device, or associated accessories, are lost or intentionally damaged, the student/guardian will be responsible for paying the full replacement cost. All accidental damage to a school-issued device must be reported

promptly to the Technology Department. Students will be asked to provide a statement which describes the events which led to the damage.

When device repairs are required, temporary loaner devices may be available. For the first occurrence in any 365-day period, a temporary loaner device will be issued, when possible, to the student while the damaged device is repaired. For future occurrences, guardians may be notified by the student's Dean or Building Administrator of the incident and informed that future damage incidents may result in repair fees up to the full replacement cost of the device. A temporary loaner device will be issued, when possible, to the student while the damaged device is repaired.

Technology Fees and Device Rotation Cycle

The District assesses a $50 technology fee each school year. This fee covers a little less than half the annual cost of the Device. The District picks up the remainder of the cost annually. As a result of this fee, the family will own the device after multiple years of use in the District based on the District's established device rotation cycle. If a student leaves the District early and wants to keep the device, they will need to pay the remainder of the technology fee and District costs at $100 per year of expected use. The device rotation cycle can be found on the District's website at https://central301.net/technology/chromebook-year-end-info/. Students who leave during the last semester the device is expected to be used and have no outstanding family fees may keep the device. If a student with a device with expected continued use leaves the District and fails to return the device (including any related accessories) or purchase it, the District may, in addition to seeking reimbursement from the guardian, file a report with local law enforcement.

Guardians' Responsibility for Student's Compliance

Guardians agree to monitor and supervise their student's use of the device outside of school and to make every effort to ensure their student's compliance with the obligations and responsibilities described in this Handbook and in all applicable Board Policies related to their use of the Device.

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.

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.

Academic Policies

If students and/or parents/guardians have questions related to the policies or procedures of the instructional process, the student and/or parent/guardian should first contact the assigned classroom teachers. Many times this communication clarifies the situation. The second step is to arrange a conference with the Principal or designee (see grade level specific information below).

Parental Involvement

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

1. Keep parents/guardians thoroughly informed about their child's school and education.

2. Encourage parents/guardians to be involved in their child's school and education.

3. Establish effective two-way communication between parents/guardians and the District.

4. Seek input from parents/guardians on significant school-related issues.

5. Inform parents/guardians on how they can assist their children's learning.

For more information, please see Board policy 8:95, 8:95-E1 and 8:95-E2.

Skyward Parent Portal

Student grades are available online throughout the school year through Skyward for students in grades 3-12 by clicking on the Gradebook tab in Skyward. End of quarter grades are available on the report card, which can be accessed by clicking on the Portfolio tab in Skyward.

English Learners

The District offers opportunities for resident English Learners to achieve at high levels of academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The details of this program can be found in Board policy 6:160.

Title 1 Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalence among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalence among the District's schools.

For more information, visit Board Policy 6:170, 6:170-AP1 E1, 6:170-AP1 E2, 5:190-E1.

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.

Under normal circumstances parent/guardian 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/guardian 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.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into

agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board Policy 2:260, *Uniform Grievance Procedure*. See Board policy 7:10 for more information.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Elementary School Academic Policies:

Grading

Grades are available electronically to parents/guardians 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. Art, music and physical education grades are provided in the second and fourth quarters. Beginning in 3rd grade, parents/guardians and students are encouraged to monitor student progress throughout the semester via the Skyward "gradebook".

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.

Middle School Grading Policies:

Grading

Parents/Guardians 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.

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 are 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. No semester exam grades will be published on report cards.

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

Honor Rolls

Gold, Silver, and Bronze Honor Rolls will be completed at the end of each quarter.

Gold Honor Roll = grade point average of 3.75 or better.

Silver Honor Roll = grade point average of 3.4 to 3.74 (with no grades of D or F)

Bronze Honor Roll = grade point average of 3.0 to 3.39 (with no grades of F)

No student who receives an F or I (incomplete) for the grading period in any course may be placed on any of the three honor rolls regardless of the grade point average earned. Students receiving a D for the grading period in any course may attain no higher than honorable mention (Bronze Honor Roll) status regardless of their grade point average. (Note: Students who are held off the honor roll due to one or more "incomplete(s)" and who 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.)

Retention Policy

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.

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/guardians regarding retention will occur in the following ways:

1. Parents/Guardians 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/Guardians 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).

Central High School Academic Policies:

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. If, after such a conference, there is a need to talk to the Administration, please contact the Main Office.

For more information relevant to coursework, graduation requirements, and schedules, please refer to the Curriculum Guide.

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.

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 / 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

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. 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 SchooLinks and will be sent by the Registrar.

Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program (Board Policy 6:110)

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program

- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;

2. Has been suspended or expelled;

3. Is pregnant or is a parent;

4. Has been assessed as chemically dependent; or

5. Is enrolled in a bilingual education or English Language Learners program.

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.

Central 301 is committed to diversity, equity, and inclusion in every aspect of our educational institution, including the way we conduct graduation ceremonies. It is essential that all students feel celebrated, respected, and included in these ceremonies. As such, students will be allowed to wear or accessorize their graduation attire with general items that may be used by a student to associate with, identify, or declare the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in subsection (Q) of Section 1-103 of the Illinois Human Rights Act. This includes:

- Traditional garments, accessories, or symbols that hold personal or cultural significance to honor their heritage and identity
- Attire that aligns with their gender identity
- Religious adornments or symbols that hold significance to their faith

Prohibited graduation attire or adornments may include, but are not limited to, the following:

- Adornments that promote hate speech, discrimination, or violence
- Adornments that are excessively distracting or disruptive to the ceremony

- Adornments that violate health or safety regulations, such as sharp objects or items that pose a risk to oneself or others

Administration reserves the right to review adornments and will make a determination about the appropriateness and whether they will be allowed.

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 the District 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 in the District 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/guardians, 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 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 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 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, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, 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, 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. For more information, see Board policy 7:190-E1.

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.
    c. for information about preventing, reducing, and investigating incidences of sexting, see Board policy 4:170-AP2 E4.

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.

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. 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 two calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also 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.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

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 two 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 2012 (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 or is subject to a battery. *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. 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.

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

Student Handbook

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

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

Misconduct by Students with Disabilities (Board Policy 7:230)

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. No Special Education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Definitions 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.

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.

Alternative Learning Environment (ALE) (Board Policy 7:200)

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.

The Superintendent or designee is authorized to maintain an alternative learning environment program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to an alternative learning environment, the allegations will be explained and the student will be given an opportunity to respond to the allegations.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work while in the alternative learning environment for equivalent academic credit.

Out of School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the allegations will be explained and the student will be given an opportunity to respond to the allegations before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing

danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. An attempted phone call to the student's parent(s)/guardian(s).

4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:

a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;

b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;

c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;

d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and

e. Depending upon the length of the out-of-school suspension, include the following applicable information:

i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:

a) A threat to school safety, or

b) A disruption to other students' learning opportunities.

ii. For a suspension of 4 or more school days, an explanation:

a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and

c) That the student's continuing presence in school would either:

i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substantially disrupt, impede, or interfere with the operation of the school.

iii) For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Expulsion by the Board of Education

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. Please see Board policy 7:50 for more information.

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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. 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 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 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, intimidation, 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, (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 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, 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.

   Nondiscrimination Coordinator
   Dr. Matthew Haug
   275 South St., Box 396
   Burlington, IL 60109
   matthew.haug@central301.net
   847-464-6005

   Complaint Managers
   Shayne Birkmeier
   275 South St., PO Box 396
   Burlington, IL 60109
   shayne.birkmeier@central301.net
   847-464-6005

   Taylor Ruiz
   275 South St., PO Box 396
   Burlington, IL 60109
   taylor.ruiz@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 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. 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.
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, 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 of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is 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. 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
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 re-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.

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. 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.
    c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    d. 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.
    e. 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.
    f. 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).
    g. 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.

h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide 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.

Anonymous Reports

Anonymous reports can be sent 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
Prairie Knolls Middle School: PKMSCares@central301.net
Central Middle School: CMSCares@central301.net
Central High School: CHSCares@central301.net

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. See Board policy 7:185 for more information.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
    a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
    b. 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 threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
    b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. 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*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Please see Board policy 7:15 for more information.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option. For more information, see Board policy 7:15-E.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional

material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20U.S.C. §1400 et seq.).
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see Policy 7:240, Conduct Code for Participants in Extracurricular Activities.
4. Is otherwise authorized by Board policy.

Selling or Marketing, or Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: 1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational

institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

Employee Ethics

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks (see Board policy 5:120), and ensure its posting on the District's website, if any.

Miscellaneous

Student Records and Directory Information

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 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.

For more information, see Board policy 7:340, 7:340 AP1 E1, 7:340 AP1 E2, 7:340 AP1 E3, 7:340 AP1 E4,and 7:340 AP1 E5.

Fundraising

All fundraising by classes and school organizations, during the school day to the student body, must have prior approval of Administration (for CHS, this will be the Athletic and Activities Director).

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

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.

At Central High 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. Grades K-8 do not have exempt days to sell foods for fundraising that do not meet the nutritional standards.

Fundraising for outside organizations will not be permitted during the school day.

Sale of Objects or Services

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

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. An ID card will be required for student admission to certain home and away co-curricular events. Students will also need their Student ID in order to purchase food items.

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 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 lost and found is kept in a clearly marked designated area within each building.

For elementary students, 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 District may dispose of any items left in the lost and found at the end of each quarter.

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. There are two exceptions to this rule. Service animals are permitted to accompany a student with a disability at all school functions, whether in or outside the classroom. Additionally, pets being dropped off for education purposes (veterinary program) are allowed on the premises. All rules and regulations with the exceptions are expected to be followed.

Waiver and Indemnification

By signing the Student Handbook, you acknowledge that you and your student 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 student (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.

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 student.

Appendix A - Middle School

Transportation

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.

General Information

School Dances

Students will be asked to show a valid school ID or proof of enrollment upon entrance to a school dance. Students will not be permitted to bring students outside of their school to school dances.

Middle School Locker & Desk 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.

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 are required to have a pass from a teacher, counselor, or administrator.

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 bag does not fit under the desk or on the back of the chair, and into the box, it must be kept in the student’s locker during school hours.

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.

Physical Education Waivers

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.

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

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

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

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*.

Appendix B - Central High School

General Information

Student Parking Permits and Driving Regulations

To be eligible for a parking permit, students must hold, maintain, and provide proof of a valid Illinois Driver's License and valid car insurance. They must also be registered for the current school year, residency must be completed, and all fees must be paid. Applications will be sent to all seniors first and then remaining parking permits applications will be sent out to junior students using their school issued email before the start of the school year. Seniors with appropriate documentation will be provided with a parking permit on a first-come, first-served basis, until parking permits are no longer available. Seniors who provided incomplete documentation will be contacted one time to update their records. If documentation is not uploaded within three business days from notification, the senior will fall onto the waiting list. Two weeks after the initial senior email, juniors will have the opportunity to purchase remaining parking permits, if any. Sophomores will not be allowed to drive to school.

If granted a parking spot, students must park in their assigned, numbered spot for the entire school year. Parking permits must be displayed from the inside rear view mirror. Parking permits cannot be shared among students. Students must request permission from the Door 8 office to return to their vehicle during the school day.

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 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.

Physical Education Waivers

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 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 Board policy *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*.

Student Services Team

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.

Guidance Counselors are available for consultation on:

1. Orientation to school.
2. Utilizing the SchooLinks 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.

Appendix C - Middle School Athletics & Activities Handbook



ATHLETICS & ACTIVITIES HANDBOOK

Interscholastic Athletics and Activities

Participation in competitive interscholastic athletics and co-curricular activities (at times referred to collectively as “extracurricular activities”) at CMS/PKMS 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 CMS/PKMS 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 CMS/PKMS 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 CMS/PKMS 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 program at CMS/PKMS. 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 CMS/PKMS extracurricular activities, students and their parent(s)/guardian(s) must sign the CMS/PKMS Athletics & Activities Handbook Acknowledgement Form prior to participation in each interscholastic athletic team or co-curricular activity. This form will be available for an electronic signature during the registration process on rSchool.

Registration on rSchool

Information regarding individual interscholastic athletics can be found on each school's rSchool website (https://ccusd301-ar.rschooltoday.com/). Links to the rSchool website including registration helpful hints and game schedules are found on the PKMS and CMS websites under the Athletics tab. General questions about CMS/PKMS athletics can be directed to the Athletic/Activity Coordinator, Ted Juske or Curtis Price at ted.juske@central301.net or curtis.price@central301.net. or by phone at 847.464.6038.

Programs

District #301 maintains 7th and 8th grade athletic programs in Football, Volleyball, Basketball, Cheerleading, and Track. Wrestling, Cross Country and the Scholastic Team are available to 6th, 7th, and 8th graders. Intramural programs may be offered throughout the year for 7th and 8th grade students (including Scholastic Bowl at the 6th grade level). Students participating in intramural programs will be held to the same expectations and standards as students in the other athletic programs.

Team Size Limitations

Maximum team sizes for the combined teams are:

- Football - 50 seventh and 50 eighth graders
- Volleyball - 20 seventh and 20 eighths graders (Intramurals may be offered)
- Basketball - 20 seventh and 20 eighth graders (Intramurals may be offered)
- Cheerleading - 20 seventh and 20 eighth graders
- Wrestling – 20 sixth through eighth graders (away meets limited to one traveling bus)
- Track – 130 seventh and eighth graders
- Cross Country – 100 sixth through eighth graders
- Scholastic Bowl – 16 sixth through eighth graders

Clubs and other extracurricular activities may establish their own rules and policies that may specifically apply to that activity. These expectations will be shared at the beginning of each activity with students and parents.

Academic Eligibility

Middle school rules require that a weekly check be made on the eligibility and an eligibility list is developed. In order to have an accurate assessment of a student's progress, a weekly eligibility report will be run by the athletic director on Thursday of each week. Each coach will receive the eligibility list. Under no circumstances are students who are ineligible permitted to dress or participate in a contest.

When a student is declared ineligible on the weekly eligibility report, he/she will be ineligible from Monday of the following week through Sunday. Upon the third occurrence of ineligibility, a student may be removed from the team with the

approval of the Athletic/Activity Coordinator.

Competitions may not be used as an excuse to miss any assigned disciplinary consequence.
Students who receive the following grades on the weekly eligibility form will be ineligible for the following week:

- One failing grade (F), or
- More than two warning grades (Ds).

Ineligible students may continue to practice with the team but may not participate in any contests. Ineligible students may attend home contests but may not travel to away contests.

In order to be considered eligible for the "next" activity within a school year, or the following year, students must have uniforms and/or equipment from the previous activity turned in or have the cost of replacement provided to the school.

Attendance at Practices & Contests During Ineligibility

Ineligible students 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 home contests during the period of ineligibility. Ineligible students may not travel with the team for away contests. Students are not permitted to dress in the team uniform for a contest, but are expected to dress consistent with team expectations.

Attendance Policy

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 appropriate coach in order to request a make-up try out. Any make-up try out must be approved by the Athletic/Activity Coordinator. If the absence is planned and known in advance, a scheduled, modified, tryout should be arranged with the head coach prior to the original tryout date.

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.

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 school year.

If a student is under investigation for violation of the Code of Conduct or other school rule or policy, the student is permitted to participate in an extracurricular activity unless the student is temporarily suspended from the activity pending the outcome of the investigation. This determination is within the sole discretion of the Administration or Athletic/Activity Coordinator.

Any exception to these attendance policy requirements must be approved by the Administration or Athletic/Activity Coordinator 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. See below for additional information regarding the District's concussion policy and procedures.

Consequences

The following consequences will be issued for unexcused absences:

Football, Volleyball, Basketball, Cheerleading:	**XC, Track, Scholastic Bowl, Wrestling:**
1st offense - Limited playing time for one competition	1st offense - Warning
2nd offense - Half of a competition suspension	2nd offense - 1 full competition suspension
3rd offense - 1 full competition suspension	Subsequent offenses - 1 full competition suspension
Subsequent offenses - 1 full competition suspension	

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 Athletic/Activity Coordinator. 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); valid for 395 days.
2. register for each sport on the rSchool website (https://ccusd301-ar.rschooltoday.com/)
3. have turned in all equipment/uniforms from any interscholastic athletic team the previous season.

The required pre-participation forms are available online and will be completed during the registration process. These include the Middle School Athletics & Activities Handbook Acknowledgement Form and the IESA Sports Medicine Acknowledgement & Consent Form (concussions, performance enhancing substances, and steroids). The sports physical form is also available online.

If a student is selected for an interscholastic athletic team, the $100 participation fee must be paid before the first athletic contest. Scholastic Bowl participation fee is $35. Central Middle School and Prairie Knolls Middle School have a $300 family athletic fee cap. This family cap only applies to Middle School athletic fees.

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 Athletic/Activity Coordinator and coaches to provide pertinent information regarding CMS/PKMS 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) communicate with the Athletic/Activity Coordinator and/or coach.

IESA Eligibility

Each student participating in an IESA interscholastic activity must satisfy IESA's eligibility requirements. More information can be found at www.iesa.org.

Athletic Team Tryout Policy

Tryout Rules:

In the event that a tryout is needed to determine the number of maximum students kept on the school's A/B team, every participant must attend the tryout to make the team. Students who are unable to attend the tryouts must give advance notice to the coach and building athletic director. They must also have an excusable reason why (illness, injury, vacation, family death) they are missing tryouts. Students who are unable to tryout due to injury or illness must complete a tryout or modified tryout within one week of the original tryout to make the team. Students who are on vacation will be required to schedule and complete a tryout prior to the scheduled tryout dates with the coach at the approval of the Athletic/Activity Coordinator.

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 CMS/PKMS contests and practices, or as otherwise directed by the coach(es).

Uniforms and equipment issued to students by CMS/PKMS 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.

Athletic Lockers

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.

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 CMS/PKMS and District student discipline rules and policies.

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. Team rules are an extension of the code of conduct rules established in Board Policy 7:240.

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 CMS/PKMS and District student discipline rules and policies.

To/From Extracurricular Activities

All students participating in an extracurricular activity that is not being held at CMS/PKMS must use the transportation provided by the District to the activity and are encouraged to use District transportation from the activity.

In a situation where a student's parent/guardian requests to transport his/her student home at the conclusion of the activity, a "sign-out" sheet will be provided by the coach for parents/guardians to sign their own child out at the conclusion of the contest. If a student will be transported home from an athletic event by another student's parent/guardian, both families must notify both the Head Coach and Athletic/Activity Coordinator no later than 11:00 AM on the day of the contest with the transportation arrangements home from the athletic event. Both athletes will need to be signed out on the away contest sheet prior to departure.

Please contact the Athletic/Activity Coordinator with any questions.

Parent Pick-Up

Any student who is not picked up within fifteen minutes of the end of the scheduled event will face the following consequences:

Football, Volleyball, Basketball, Cheerleading:	**XC, Track, Scholastic Bowl, Wrestling:**
1st offense - Limited playing time for one competition	1st offense - Warning
2nd offense - Half of a competition suspension	2nd offense - 1 full competition suspension
3rd offense - 1 full competition suspension	Subsequent offenses - 1 full competition suspension
Subsequent offenses - 1 full competition suspension	

The following is a protocol used to ensure that students get home safely from after-school athletics and clubs. Parents or guardians of students involved in extracurricular activities are responsible for arranging transportation for their children from school in a timely manner. When this is not the occurrence, the following protocol will be followed by the coach or supervisor:

1. If the student's ride does not arrive at the designated time, the student will be provided a phone to call the arranged ride. If the original ride cannot be reached, the student will be given the opportunity to call relatives, etc. for an alternative ride.
2. If the student cannot reach anyone, the coach or supervisor will attempt to call every phone number the school has listed for that student. *(At registration, parents are asked to fill out home, work, cell and emergency contact phone numbers)*. Coaches and supervisors will have these numbers readily available at all times.
3. If no one can be reached, coaches and supervisors will continue to periodically call the numbers up until one hour after (a) the home practice / event has ended or (b) an away event bus arrived at school.
4. After one hour, the coach or supervisor will contact the Police Department to ensure the student with safe transportation home.
5. School administration will contact the parents the following day to discuss the previous day's happenings.

Note to Parents/Guardians: If there is anyone else you would like the school to contact before the Police, please notify the school office.

Miscellaneous

Refunding 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.

Intramurals

Intramurals may be offered for Volleyball, Boys' Basketball, Girls' Basketball, and Scholastic Bowl.

The purpose of the Intramural program is to have participation in activities while providing the opportunity to improve skills.

Intramurals may or may not exist depending on the number of students interested and the number of coaches available for each activity.

Two ways to join Intramurals:

1. If you try out and do not make the travel team you have the option to join Intramurals.
2. If you do not want to join the travel team and would like to only join Intramurals you must sign up with the athletic director prior to tryouts for that sport or within one week of the conclusion of tryouts.

Intramural players will follow the same team and school rules.

Intramural practice schedules will be made available at the beginning of each season.

Size limitations for Intramurals

- Minimum number of participants is ten.
- There is no maximum number of participants.

Communication With Extra-Curricular 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

- Coaching philosophy
- Expectations for your student as well as all the players on the team
- Locations and times of all practices and contests
- Team requirements, i.e., fees, special equipment, off-season conditioning
- Procedures that will be followed should your student be injured during participation
- Discipline that may result in the denial of your student's participation

Communication Coaches Expect from Parents/Guardians

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance

As your student becomes involved in the CMS/PKMS 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

- The treatment of your student, mentally and physically
- Ways to help your student
- 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 professionals. They make 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

- Playing time
- Team Strategy
- Play calling
- 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. Call or email the coach and request to schedule an appointment.
2. If the coach cannot be reached, contact the Athletic/Activity Coordinator. A meeting time with the coach will be arranged.
3. 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.

If the coach does not provide a satisfactory resolution to your concern, contact the Athletic/Activity Coordinator to schedule an appointment. 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 il.8to18.com/bcms for Central Middle School and il.8to18.com/prairieknolls for Prairie Knolls.

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 il.8to18.com/bcms for Central Middle School and il.8to18.com/prairieknolls for Prairie Knolls. If you have questions regarding concussions or the District's concussion management program, please contact the Athletic/Activity Coordinator or School Nurse.

Code of Conduct

Conduct Code for Participants in Extracurricular Activities (Board Policy 7:240)

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy.

The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants

and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Discipline

As stated previously, participation in CMS/PKMS extracurricular activities is a privilege, not a right. Accordingly, the Athletic/Activity Coordinator 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 Athletic/Activity Coordinator under the Code of Conduct is separate from any disciplinary consequences issued by the CMS/PKMS Administration pursuant to the CMS/PKMS and District student discipline rules and policies. A student may receive both types of disciplinary consequences for the same offense. Please see Board policy 7:240 for more information.

Definitions of Offenses

- 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-a-like 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.
- Conduct in violation of school rules and policies, as set forth in the PKMS/CMS Student Handbook and Board of Education policy, or that could be found to violate IESA rules and regulations, local ordinance, or State or federal law.

Hazing/Bullying

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).

Hazing/Bullying includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;
- 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;
- 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;
- 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;
- Any activity that includes the victimization of another student, sexual harassment, or sexual violence; or
- 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 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.

Procedures

- Investigation of Alleged Violation of the Code of Conduct:

    - When a violation of the Code of Conduct is reported to the Athletic/Activity Coordinator or Building Administration, the Athletic/Activity Coordinator will commence an investigation. As part of the investigation, and as appropriate to the circumstances, the Athletic/Activity Coordinator 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 his/her investigation, the Athletic/Activity Coordinator or Building Administration 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 Athletic/Activity Coordinator's written decision will be sent to the student's parent(s)/guardian(s) via email.

    - During the Athletic/Activity Coordinator'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 tryout for another extracurricular activity during the investigation.

- Voluntary Admission: A student may voluntarily admit that he/she violated the Code of Conduct and forgo the Athletic/Activity Coordinator's investigation. Voluntary admission is available only to students who:

    - Are not currently under investigation for the violation of the Code of Conduct at the time he/she makes the voluntary admission;

    - Have not had prior violations of the Code of Conduct;

    - Agree to participation in a formal substance abuse assessment program at a school-approved agency.

The Athletic/Activity Coordinator or Building Administration will schedule a meeting with the student and his/her parent(s)/guardian(s) to discuss the student's voluntary admission and compliance with the above terms. If a student fails to fulfill the above terms, the voluntary admission will count as a First Offense and the student will be required to serve that consequence.

Voluntary admission is available to a student only one time during the student's middle school career.

- **<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 Athletic/Activity Coordinator'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 Athletic/Activity Coordinator remains in effect. The Building Principal's or designee's decision is final.

- **<u>Appeal of Total Suspension from Athletic or Co-Curricular Activity:</u>** A student who is enrolled at PKMS, and is currently suspended from participation in any interscholastic athletic activity and/or co-curricular activity while enrolled at that school, (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 (please refer to **CONSEQUENCES**. 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's 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 Athletic/Activity Coordinator 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 a new attendance center shall not apply to the student's cumulative disciplinary record

Tobacco & Comparable Product Offenses

- 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 Athletic/Activity Coordinator) 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.
    - 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 schooling in his/her attendance center.

Prohibited Substances Offenses

- Interscholastic Athletics
    - First Offense: The student will be suspended for 50% of the scheduled interscholastic athletic activity contests within a season (exact number to be determined by the Athletic/Activity Coordinator) 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 if the student-athlete voluntarily agrees to participate in a formal substance abuse assessment program at a school-approved agency.
    - Second Offense: The student will be suspended from participating in any interscholastic athletic activity for one (1) calendar year.
        - This consequence may be reduced to one (1) season if the student-athlete agrees to voluntarily participate in a formal substance abuse assessment program at a school-approved agency.

- Third Offense: The student will be suspended from participating in any interscholastic athletic activity for the rest of the student's career at that attendance center.

- Co-Curricular Activities

  - First Offense: The student will be suspended from participating in any co-curricular activities for a period of eighteen (18) weeks of school (exact number of days to be determined by the Athletic/Activity Coordinator).

    - This consequence may be reduced to 9 weeks of school if the student voluntarily agrees to participate in a formal substance abuse assessment program at a school-approved agency.

  - Second Offense: The student will be suspended from participating in any co-curricular activities for a period of one (1) calendar year (exact dates to be determined by the Athletic/Activity Coordinator).

    - This consequence may be reduced to one (1) semester if the student agrees to voluntarily participate in a formal substance abuse assessment program at a school-approved agency.

  - Third Offense: The student will be suspended from participating in any co-curricular activity for the remainder of the student's career at that attendance center.

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 Athletic/Activity Coordinator.

- 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 the student's career at that attendance center.

- 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 career at that attendance center 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 Athletic/Activity Coordinator if the program is longer than 30 school days.
- The student must agree to complete the follow-up activity developed by the Athletic/Activity Coordinator 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 CMS/PKMS 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.

Appendix D - Central High School Athletics & Activities Handbook

CENTRAL

SCHOOL DISTRICT 301

Better People, Better Students, Better Athletes

ATHLETICS & ACTIVITIES HANDBOOK

Interscholastic Athletics and 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.

To participate in CHS extracurricular activities, students and their parent(s)/guardian(s) must sign the CHS Athletics & Activities Handbook Acknowledgement Form before 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.

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 permitted to participate in an extracurricular activity unless the student is temporarily suspended from the activity pending the outcome of the investigation. 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 before 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 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 outlined 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 outlined 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.

Before 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 meet 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.

Before 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 weekly. 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 the 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 organizations;
- 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 regularly*;
- 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 a 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, the MVP trophy or the 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 to 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 rejoin 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 rejoin 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 approved 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 modesty in clothing or attire that is under 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, is 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 their personal effects left inside a locker. Any items discovered as a 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 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 before 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 after 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.

Board Policy 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.)

CPR and AED training

The 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.

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

- Coaching Philosophy
- Expectations for your student as well as all the players on the team
- Locations and times of all practices and contests
- Team requirements, i.e., fees, special equipment, off-season conditioning
- Procedures that will be followed should your student be injured during participation
- Discipline that may result in the denial of your student's participation

Communication Coaches Expect from Parents/Guardians

- Concerns expressed directly to the coach
- 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 an important part of a student's developing maturity. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches

- The treatment of your student, mentally and physically
- Ways to help your student
- 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 professionals. They make 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

- Playing time
- Team Strategy
- Play calling
- Other student-athletes

There may be circumstances that require a conference between the coach and the parent/guardian (and, if appropriate, the student). All parties involved must 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 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.

Code of Conduct

Conduct Code for Participants in Extracurricular Activities (Board Policy 7:240)

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy.

The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, Student Behavior. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance-enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who

evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student-athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*. For more information, please see Board policy 6:190.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Discipline

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 the administration of School District 301 reserves the right to issue restorative practices as they deem appropriate 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 outlined 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 unlawfully; 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 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 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 has 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, 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 Student Handbook.

Social Media

Social Media has become ingrained into today's society. The wide variety of social networking tools presently available provides students with easy access to share important information. However, they can also be disruptive when inappropriate social media postings occur. Inappropriately using these communication tools can have negative consequences, especially if unkind words or threats are used with the 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-athlete and coach must remember that participating and competitions 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 positively 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 were 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

- **Investigation of Alleged Violation of the Code of Conduct:**
    - 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 students (s), staff member(s), other individuals with knowledge about the alleged violation, and/or the extracurricular activity coach(es)/sponsor(s), and will review 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.

- **Appeal of Consequence for Violation of the Code of Conduct:** 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 of 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 before 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 before a student enters high school shall not apply to the student's cumulative disciplinary record at high school.

Comparable Product Offenses: *This includes but is 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 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 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 progressively 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 the season by contests or 6 weeks for activity.
  - Suspension for the remainder of the season or activity in the current school year.
  - Suspension for the 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.

Appendix E - Community Resources

Alcohol and Drug Abuse and Addiction Counseling

Name of Center	Address	Phone Number
Renz Addiction Center	1535 Burgundy Parkway Streamwood, IL	(630) 837-6445
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
BHS Center of Lutheran Social Services of Illinois	675 Varsity Dr. Elgin, IL 60120	(847) 741-2600
New Hope Recovery Center	309 Hamilton St. Geneva, IL 60134	(630) 402-0144
DUI and Addiction Counseling	2210 Dean St. St. Charles, IL 60175-1066	(630) 443-2241
Ascension Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Ascension 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 Behavioral Health Hospital at Edwards	852 South West Street Naperville, IL	(630) 305-5027
Rosecrance	1021 N. Mulford Road Rockford, IL	(866)330-8729
F.A.I.R. Counseling	2010 E. Algonquin Road, Suites 203-207 Schaumburg, IL	(847) 359-5192
Breaking Free	120 Gale Street Aurora, IL	(630) 897-1003

Behavioral Health Hospitals

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

Suicide Assessment Resources

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

Name of Center	Address	Phone Number
TriCity Family Services	1120 Randall Court Geneva, IL 60134	(630) 232-1070
24-hour Hotline Numbers	Depression Hotline National Crisis Lines	(630) 482-9696 (800) 784-2433 (800) 273-8255
Suicide Prevention Services	528 S. Batavia Ave (Rte. 31) Batavia, IL	(630) 482-9699

Community Contact

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	2075 Foxfield Rd., Suite 202 St. Charles, IL 60174	(630) 377-3535
Counseling and Diagnostic Center of Woodfield, Ltd.	955 N. Plum Grove Rd. C, Schaumburg, IL 60173	(847) 884-0210
Leahy and Associates	40W222 LaFox Rd., Campton Hills, IL 60175	(630) 849-3711
Village Counseling Center, Ltd.	460 Briargate Dr. Suite 700 South Elgin, IL 60123	(847) 488-1999
Dr. Karen Lynn Falk, Psy.D. Clinical Psychology	511 Eichler Dr. West Dundee, IL 60118	(847) 269-2350
Centennial Counseling Services (Cedar Crossings Building)	1120 E Main Street Suite 102 St. Charles, IL 60174	(630) 377-6613
Christine Hibbard – Counseling	1121 East Main Street Suite 320 St. Charles, IL 60174	(630) 584-0642
Creekwood Associates	2402 S 5th Avenue, Suite A St. Charles, IL 60174	(630) 377-1414
Living Rite	1625 Bethany Road Sycamore, IL 60178	(779) 777-7335
Genesis Clinical Services	1725 South Naperville Road suite 206 Wheaton, IL 60189	(630)-653-6441
Intermission Therapies	22 Crissey Ave Suite 200	(630)-232-7770

	Geneva, IL 60134	
Legacy Clinical Consultants	13717 S. Route 30, Suite 159 Plainfield, IL 60544	(877)-443-7030
McKane and Associates	127 S 1st St #206 Geneva, IL 60134	(630)-262-0588
Dr. Peter Temple and Associates	1250 Executive Pl Ste 404 Geneva, IL 60134	(630)-232-7245
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	527 Illinois Ave St. Charles, IL 60174	(630) 549-6245

Facilities for Psychological Evaluation

Name of Center	Address	Phone Number
TriCity Family Services *takes Medicaid & a variety of insurance plans*	1120 Randall Court Geneva, IL 60134	(630)-232-1070
Northwestern Medicine Behavioral Health Services-St. Charles *appointment required, takes Medicaid*	964 N 5th Ave St Charles, IL 60174	(630)-933-4000
Northwestern Medicine Behavioral Health Services-Winfield *appointment required, takes Medicaid*	27W350 High Lake Rd Winfield, IL	(630)-933-4000
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd Hoffman Estates, IL	(800)-432-5005

Streamwood Behavioral Healthcare System	1400 East Irving Park Rd Streamwood, IL	(630)-837-9000
Emergency Room: Ascension St Joseph Hospital	77 N Airlite St Elgin IL	(847)- 622-2069
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	1752 Capital St. Elgin, IL 60124	(847)-695-3680

Community Agencies

Name of Center	Address	Phone Number
Heartland Counseling Center, Inc.	2320 Dean St #102 St. Charles, IL 60175	(630) 443-9100
Kairos-Counseling Center	240 Standish St. Elgin, IL 60123	(847) 742-5717
Lutheran Social Services – Elgin	675 Varsity Dr. Elgin, IL 60120	(847) 741-2600
Family Service Association of Greater Elgin	1752 Capital St. Elgin, IL 60124	(847) 695-3680
TriCity Family Services	1120 Randall Ct. Geneva, IL 60134	(630) 232-1070
Ecker Center	1845 Grandstand Pl. Elgin, IL 60123	(847) 695-0484
DCFS – Elgin Office	595 State Street Elgin, IL 60123	(847) 888-7620
Easterseals DuPage & Fox Valley, Jayne Shover Center, Elgin	1135 Bowes Rd., Suite B Elgin, IL 60123	(847) 742-3264
Youth Empowerment Program, City of Elgin		(847)-931-6001

Little Friends, Inc.	851 Bloomingdale Rd Glen Ellyn, IL 60137	(630) 690-7293

Crisis Centers/ Hotline Numbers/ Emergency

Abuse

Name of Center	Address	Phone Number
Gretchen S. Vapnar Community Crisis Center	Elgin, IL 60120	English: (847) 697-2380 Espanol: (847)-697-9740 TTY: (847)-742-4057
City of Elgin, Domestic Violence Victims Resources	https://www.cityofelgin.org/2160/Domestic-Violence 151 Douglas Ave. Elgin, IL 60120	(847)-289-2686
DCFS	https://dcfs.illinois.gov/	(800) 25-ABUSE

Suicide

Name of Center	Address	Phone Number
National Suicide Prevention Hotline		(800) 273-8255
Suicide Prevention Services	Batavia, IL	(630) 482-9699
National Runaway Safeline	3141B N. Lincoln Ave. Chicago, IL 60657	(800) RUNAWAY
S.A.S.S. HotLine		(800) 345-9049
Crisis Line of the 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 Text: 678-678

Rape/SA/DV

Name of Center	Address	Phone Number
Mutual Ground, Inc. – Domestic Violence	Aurora, IL	(630) 897-0080
Mutual Ground, Inc. – Sexual Assault	Aurora, IL	(630) 897-8383

Housing

Name of Center	Address	Phone Number
Lazarus House	214 Walnut St. St. Charles, IL 60174	(630) 587-2144
Gretchen S. Vapnar Community Crisis Center	37 S Geneva St. Elgin, IL	English: (847) 697-2380 Espanol: (847)-697-9740 TTY: (847)-742-4057
PADS of Elgin	1730 Berkley St. Elgin, IL 60123	(847) 608-9744
WIC-Office	3003 Wakefield Dr Carpentersville, IL 60110	(847) 551-8041

Death/ Loss of Loved one

Name of Center	Address	Phone Number
Rainbows	https://rainbows.org/ 614 Dempster Street Suite C Evanston, IL 60202	(847)-952-1770
Willow Creek Community Church	67 Algonquin Rd Entrance F South Barrington, IL 60010	(847) 765-5000
Fox Valley Hands of Hope	200 Whitfield Drive Geneva, IL 60134	(630) 232-2233

Streamwood Behavioral Healthcare System	1400 East Irving Park Rd Streamwood, IL 60107	(630) 837-9000

Daycare

Name of Center	Address	Phone Number
Little Saints Preschool	43W301 Plank Rd Hampshire, IL 60140	(847) 464-5721
YWCA Elgin – After School Care	220 E Chicago St. Elgin, IL 60120	English: (847) 697-2380 Español: (847) 697-9740
Elgin Park District	100 Symphony Way Elgin, IL 60123	(847) 531-7010
Learning Tree	2325 Royal Blvd. Elgin, IL 60123	(847) 888-4220
KinderCare	2485 South St. Elgin, IL 60124	(847) 888-4288
WIC Office	3003 Wakefield Dr Carpentersville, IL 60110	(847) 551-8041

Transportation

Name of Center	Address	Phone Number
A #1 Cab Service 24 Hours	340 Production Dr South Elgin, IL 60177	(630) 529-3990
Elgin Transportation Center	100 W Chicago St. Elgin, IL	(847) 364-7223
001 Choice Cab Inc.	P.O. Box 324 Geneva, IL 60134	(630) 377-7067
Fox Cab	440 S Third St. St. Charles, IL 60174	(630) 262-8822

CENTRAL
UNIT SCHOOL DISTRICT 301

June 17, 2024

Via Electronic Mail

Elizabeth Kurtz
5N551 Hazelwood Court
St. Charles, IL 60174
eazweyer@comcast.net

RE: RESPONSE TO FOIA REQUEST

Dear Ms. Kurtz:

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 Monday, June 3, 2024, you requested the following records:

> *Pursuant to the Freedom of Information Act (5 ILCS 140/4) I request electronic copies of the following documents:*
>
> *-Executed contract between the district and RSP & Associates including any addendums*
>
> *-RSP's requested documentation of the district in order to perform the work outlined in the contract*
>
> *-Copies of the documentation provided by the district to RSP related to enrollment forecasting*
>
> *-Copies of the documentation provided by the district to RSP related to the capacity analysis*
>
> *The District's compliance with this request in accordance with State law is appreciated.*

On Monday June 10, 2024, we extended our time on this request in an effort to respond.

Your request is denied in part. At this time CUSD 301 does not have the documents that you are requesting.

You have a right to have this response 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: public.access@ilag.gov

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 letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this 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. This letter is 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,

Graydon Engle

Graydon Engle
FOIA Officer
Director of Grants

Central Community Unit School District 301
275 South St.
Burlington, IL 60109

CENTRAL
UNIT SCHOOL DISTRICT 301

Monday, June 17, 2024

Michele Schutta
micheleschutta@foxvalley.net

Dear Ms. Schutta,

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 Monday, June 3, 2024, you requested the following records:

> *Pursuant to the Freedom of Information Act (5 ILCS 140/4) I request electronic copies of the following documents:*
>
> *- Tally of all bid results (bid packages), including alternate bids (options) and a description of all of the alternates for the 20-classroom addition at Central High School, as well as a listing of which alternates were accepted, either at the original time of contract award, or at any point thereafter.*

Your request is granted. Please review the attachment that contains the information you requested.

You have a right to have this response 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: public.access@ilag.gov

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 letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this 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. This letter is 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.

CENTRAL
UNIT SCHOOL DISTRICT 301

Sincerely,

Graydon Engle
FOIA Officer
Director of Grants

Central Community Unit School District 301
275 South St.
Burlington, IL 60109

CENTRAL
UNIT SCHOOL DISTRICT 301

Monday, July 1, 2024

Michele Schutta
micheleschutta@foxvalley.net

Dear Ms. Schutta,

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 Monday, June 24, 2024, you requested the following records:

> *Meeting minutes and documentation from the Steering Committee meetings assembled from April 2023 through their last meeting in 2024.*

Your request is granted. Please review the attachment that contains the information you requested.

You have a right to have this response 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: public.access@ilag.gov

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 letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this 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. This letter is 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 (FOIA) Officer
Director of Communications

Graydon Engle
Freedom of Information (FOIA) Officer
Director of Grants

CENTRAL
UNIT SCHOOL DISTRICT 301

July 10, 2024

Micheline Welch

RE: RESPONSE TO FOIA REQUEST

Dear Ms. Welch:

Thank you for writing to Central Community Unit School District No. 301 ("District") with your request for information pursuant to the Illinois *Freedom of Information Act* ("FOIA"), 5 ILCS 140/1 *et seq*., received June 25, 2024. The District previously notified you of the need for an extension of time, and we now provide the District's timely response to your request. Your request sought:

> "All e-mail communications between any and all Board of Education members and Dr. Esther Mongan between the dates of September 1, 2023, and October 18, 2023. This excludes any business related to OMA exclusions only. Any other communications are discoverable under the Freedom of Information Act."

Your request is granted in part and denied in part. See the enclosed documentation. The District did not redact correspondence to or from you. The District withheld or redacted information pursuant to the following FOIA exemptions:

1. Section 7(1)(b), which covers "private information," including personal email addresses and personal phone numbers. 5 ILCS 140/2(c-5); 5 ILCS 140/7(1)(b);

2. Section 7(1)(c), which covers personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, including but not limited to the names and identifiers of private individuals and individually identifiable information concerning students and their parents. 5 ILCS 140/7(1)(c); *see Chicago Alliance for Neighborhood Safety v. City of Chicago*, 348 Ill. App. 3d 188, 209, 211 (1st Dist. 2004) (court upheld the redaction of private citizens' names and identities, noting that "the core purpose of the FOIA is to expose what the government is doing, not what its private citizens are up to.");

3. Section 7(1)(f), which covers preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated. 5 ILCS 140/7(1)(f). *Harwood v. McDonough*, 344 Ill. App. 3d 242, 247 (1st Dist. 2003);

4. Section 7(1)(m), which covers attorney-client privileged communications and attorney work product materials. 5 ILCS 140/7(1)(m);

5. Section 7(1)(p), which covers records relating to collective negotiating matters between public bodies and their employees or representatives. 5 ILCS 140/7(1)(p); and

6. Section 7(1)(a) and 7.5(r), as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 *et seq.*; the federal *Family Educational Rights and Privacy Act*, 20 U.S.C. § 1232g; and their implementing rules and regulations, which prohibit the disclosure of personally identifiable student information. 5 ILCS 140/7(1)(a) & 7.5(r).

CENTRAL
UNIT SCHOOL DISTRICT 301

You have a right to have the District's response reviewed by the Public Access Counselor (PAC) at the Office of the 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
Email: public.access@ilag.gov

If you choose to file a Request for Review with the PAC, you must do so within 60 days of the date of this letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA requests and this letter when filing a Request for Review with the PAC. You also have the right to seek judicial review of any 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. If I have misunderstood your request in any way, please clarify your request in writing to me.

Sincerely,

Graydon Engle
FOIA Officer